

STP 8-91M25-SM-TG

# SOLDIER'S MANUAL AND TRAINER'S GUIDE

## MOS 91M HOSPITAL FOOD SERVICE SPECIALIST



SKILL LEVELS  
2/3/4/5



HEADQUARTERS, DEPARTMENT OF THE ARMY

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The ARTEP/SM Cross-Reference List included in the printed manual was the wrong one and was not converted.

This conversion was done by the Advanced Training Office, AHS. If you find any significant differences between this manual and the printed version or have recommendations for improving the usability of this manual, send your comments to:

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**HEADQUARTERS  
DEPARTMENT OF THE ARMY  
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**SOLDIER'S MANUAL  
SKILL LEVELS 2/3/4/5  
AND TRAINER'S GUIDE**

**MOS 91M  
HOSPITAL FOOD SERVICE SPECIALIST**

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**PREFACE**

This publication is for skill level 2, 3, 4, and 5 soldiers holding military occupational specialty (MOS) 91M and for trainers and first-line supervisors. It contains standardized training objectives, in the form of task summaries, to train and evaluate soldiers on critical tasks which support unit missions during wartime. Trainers and first-line supervisors should ensure soldiers holding MOS/SL 91M2/3/4/5 have access to this publication. It should be made available in the soldier's work area, unit learning center, and unit libraries.

This manual applies to both Active and Reserve Component soldiers.

The proponent of this publication is the US Army Medical Department Center and School. Send comments and recommendations on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, US Army Medical Department Center and School, ATTN: HSMC-FTD-P, Fort Sam Houston, TX 78234-6100.

## CHAPTER 1

### INTRODUCTION

#### GENERAL

This manual identifies the individual MOS training requirements for soldiers in MOS 91M. Commanders, trainers, and soldiers should use it to plan, conduct, and evaluate individual training in units. This manual is the primary MOS reference to support the self-development and training of every soldier.

Use this manual with soldier's manuals of common tasks (STP 21-1-SMCT and STP 21-24-SMCT), Army training and evaluation programs (ARTEPs), and FM 25-101, Battle Focused Training, to establish effective training plans and programs which integrate soldier, leader, and collective tasks.

#### SOLDIER'S RESPONSIBILITIES

Each soldier is responsible for performing individual tasks which the first-line supervisor identifies based on the unit's METL. The soldier must perform the task to the standards listed in the SM. If a soldier has a question about how to do a task or which tasks in this manual he or she must perform, it is the soldier's responsibility to ask the first-line supervisor for clarification. The first-line supervisor knows how to perform each task or can direct the soldier to the appropriate training materials.

#### NCO SELF-DEVELOPMENT AND THE SOLDIER'S MANUAL

Self-development is one of the key components of the leader development program. It is a planned progressive and sequential program followed by leaders to enhance and sustain their military competencies. It consists of individual study, research, professional reading, practice, and self-assessment. Under the self-development concept, the NCO, as an Army professional, has the responsibility to remain current in all phases of the MOS. The SM is the primary source for the NCO to use in maintaining MOS proficiency. The self-development test (SDT) is an evaluation of the NCO's knowledge of the entire MOS, as well as leadership and training management. The SM is an important study reference for the NCO to use in preparing for the SDT.

Another important resource for NCO self-development is the Army Correspondence Course Program (ACCP). Refer to DA Pamphlet 351-20 for information on enrolling in this program and for a list of courses, or write to: Commandant, Academy of Health Sciences, US Army, ATTN: HSHA-MEC, Fort Sam Houston, TX 78234-6100.

Unit learning centers are valuable resources for planning self-development programs. They can help access enlisted career maps, training support products, and extension training materials.

**TRAINING SUPPORT**

This manual includes the following information which provides additional training support information.

- Glossary. The glossary, which follows the last appendix, is a single comprehensive list of acronyms, abbreviations, definitions, and letter symbols.
- References. This section contains two lists of references, required and related, which support training of all tasks in this SM. Required references are listed in the conditions statement and are required for the soldier to do the task. Related references are materials which provide more detailed information and a more thorough explanation of task performance.

## CHAPTER 2

### TRAINER'S GUIDE (TG)

#### GENERAL

The TG identifies the essential components of a unit training plan for individual training. Units have different training needs and requirements based on differences in environment, location, equipment, dispersion, and similar factors. Therefore, the TG is a guide used for conducting unit training and not as a rigid standard.

The TG provides information necessary for planning training requirements for the MOS. The TG--

- Identifies subject areas in which to train soldiers.
- Identifies the critical tasks for each subject area.
- Specifies where soldiers are trained to standard on each task.
- Recommends how often to train each task to sustain proficiency.
- Recommends a strategy for cross-training soldiers.
- Recommends a strategy for training soldiers to perform higher level tasks.

#### BATTLE FOCUSED TRAINING

As described in FM 25-100, Training the Force, and FM 25-101, Battle-Focused Training, the commander must first define the mission essential task list (METL) as the basis for unit training. Unit leaders use the METL to identify the collective, leader, and soldier tasks which support accomplishment of the METL. Unit leaders then assess the status of training and lay out the training objectives and the plan for accomplishing needed training. After preparing the long- and short-range plans, leaders then execute and evaluate training. Finally, the unit's training preparedness is reassessed, and the training management cycle begins again. This process ensures that the unit has identified what is important for the wartime mission, that the training focus is applied to the necessary training, and that training meets established objectives and standards.

#### RELATIONSHIP OF SOLDIER TRAINING PUBLICATIONS (STPs) TO BATTLE- FOCUSED TRAINING

The two key components of enlisted STPs are the Trainer's Guide (TG) and Soldier's Manual (SM). The TG and SM give leaders important information to help in the battle-focused training process. The TG relates soldier and leader tasks in the MOS and SL to duty positions and equipment. It provides information on where the task is trained, how often training should occur to sustain proficiency, and who in the unit should be trained. As leaders go through the assessment and planning stages, they should use the TG as an important tool in identifying what needs to be trained.

## **STP 8-91M25-SM-TG**

The execution and evaluation of soldier and leader training should rely on the Armywide training objectives and standards in the SM task summaries. The task summaries ensure that soldiers in any unit or location have the same definition of task performance and that trainers evaluate the soldiers to the same standard.

The diagram on the following page shows the relationship between battle-focused training and the use of the TG and SM. The left-hand side of the diagram (taken from FM 25-101) shows the soldier training process while the right side of the diagram shows how the STP supports each step of this process.

### **TRAINER'S RESPONSIBILITIES**

Training soldier and leader tasks to standard and relating this training to collective mission-essential tasks is the NCO trainer's responsibility. Trainers use the steps below to plan and evaluate training.

- Identify soldier and leader training requirements. The NCO determines which tasks soldiers need to train on using the commander's training strategy. The unit's METL and ARTEP and the MOS Training Plan (MTP) in the TG are sources for helping the trainer define the individual training needed.
- Plan the training. Training for specific tasks can usually be integrated or conducted concurrently with other training or during "slack periods." The unit's ARTEP can assist in identifying soldier and leader tasks which can be trained and evaluated concurrently with collective task training and evaluation.
- Gather the training references and materials. The SM task summary lists all references which can assist the trainer in preparing for the training of that task.
- Determine risk assessment and identify safety concerns. Analyze the risk involved in training a specific task under the current conditions at the time of scheduled training. Ensure that your training preparation takes into account those cautions, warnings, and dangers associated with each task.
- Train each soldier. Show the soldier how the task is done to standard, and explain step-by-step how to do the task. Give each soldier one chance to do the task step-by-step.
- Emphasize training in mission-oriented protective posture (MOPP) level 4 clothing. Soldiers have difficulty performing even the very simple tasks in a nuclear/chemical environment. The combat effectiveness of the soldier and the unit can degrade quickly when trying to perform in MOPP 4. Practice is the best way to improve performance. The trainer is responsible for training and evaluating soldiers in MOPP 4 so that they are able to perform critical wartime tasks to standards under nuclear/chemical environment.
- Check each soldier. Evaluate how well each soldier performs the tasks in this manual. Conduct these evaluations during individual training sessions or while evaluating soldier proficiency during the conduct of unit collective tasks. This manual provides an evaluation guide for each task to enhance the trainer's ability to conduct year-round, hands-on evaluations of tasks critical to the unit's mission. Use the information in the MTP as a guide to determine how often to train the soldier on each task to ensure that soldiers sustain proficiency.

**BATTLE-FOCUS PROCESS**

**STP SUPPORT PROCESS**

SELECTS SUPPORTING  
SOLDIER TASKS

\_\_\_\_\_

USES TG TO RELATE  
TASKS TO METL

CONDUCTS TRAINING  
ASSESSMENT

\_\_\_\_\_

USES TG TO DEFINE WHAT  
SOLDIER TASKS TO ASSESS

DETERMINES TRAINING  
OBJECTIVES

\_\_\_\_\_

USES TG TO SET  
OBJECTIVES

DETERMINES STRATEGY  
AND PLANS FOR TRAINING

\_\_\_\_\_

USES TG TO RELATE SOLDIER  
TASKS TO STRATEGY

CONDUCTS PRE-EXECUTION  
CHECKS

\_\_\_\_\_

USES SM TO DETERMINE  
TRAINING PREPARATION

EXECUTES TRAINING  
AND CONDUCTS  
AFTER-ACTION REVIEW

\_\_\_\_\_

USES SM TASK SUMMARY  
AS SOURCE FOR  
TASK PERFORMANCE

EVALUATES TRAINING  
AGAINST  
ESTABLISHED STANDARDS

\_\_\_\_\_

USES SM TASK SUMMARY  
AS STANDARD  
FOR EVALUATION

## **STP 8-91M25-SM-TG**

- Record the results. The leader book referred to in FM 25-101, appendix B, is used to record task performance and gives the leader total flexibility on the method of recording training. The trainer may use DA Forms 5164-R (Hands-On Evaluation) and 5165-R (Field Expedient Squad Book) as part of the leader book. The forms are optional and locally reproducible. STP 21-24-SMCT contains a copy of the forms and instructions for their use.
- Retrain and evaluate. Work with each soldier until he or she can perform the task to specific SM standards.

### **EVALUATION GUIDE**

An evaluation guide exists for each task summary in the SM. Trainers use the evaluation guides year-round to determine if soldiers can perform their critical tasks to SM standards. Each evaluation guide contains one or more performance measures which identify what the trainer needs to observe to score a soldier's performance. Each step is clearly identified by a "P" (Pass) and "F" (Fail), located under the "Results" column on each evaluation guide. Some tasks involve a process which the trainer must observe as the soldier performs the task. For other tasks, the trainer must evaluate an "end product" resulting from doing the task. The following are some general points about using the evaluation guide to evaluate soldiers:

- Review the guide to become familiar with the information on which the soldier will be scored.
- Ensure that the necessary safety equipment and clothing needed for proper performance of the job are on hand at the training site.
- Prepare the test site according to the conditions section of the task summary. Some tasks contain special evaluation preparation instructions. These instructions tell the trainer what modifications must be made to the job conditions to evaluate the task. Reestablish the test site to the original requirements after evaluating each soldier to ensure that conditions are the same for each soldier.
- Advise each soldier of the information in the Brief Soldier section of the task summary before evaluating.
- Score each soldier according to the performance measures in the evaluation guide. Unless otherwise stated in the task summary, the soldier must pass all performance measures to be scored GO. If the soldier fails any steps, show what was done wrong and how to do it correctly.
- Record the date and task performance ("GO" or "NO-GO") in the leader book.

### **TRAINING TIPS FOR THE TRAINER**

#### **1. Prepare yourself.**

- Get training guidance from your chain of command on when to train, which soldiers to train, availability of resources, and a training site.
- Get the training objective (task conditions and standards) from the task summary in this manual.

- Ensure you can do the task. Review the task summary and the references in the reference section. Practice doing the task or, if necessary, have someone train you on the task.

- Choose a training method.

- Prepare a training outline consisting of informal notes on what you want to cover during your training session.

- Practice your training presentation.

2. Prepare the resources.

- Obtain the required resources identified in the conditions statement for each task.

- Gather equipment and ensure it is operational.

- Coordinate for use of training aids and devices.

- Prepare the training site according to the conditions statement and evaluation preparation section of the task summary, as appropriate.

3. Prepare the soldiers.

- Tell the soldier what task to do and how well it must be done. Refer to the standards statement and evaluation preparation section for each task as appropriate.

- Caution soldiers about safety, environment, and security.

- Provide any necessary training on basic skills that soldiers must have before they can be trained on the task.

- Pretest each soldier to determine who needs training in what areas by having the soldier perform the task. Use DA Form 5164-R and the evaluation guide in each task summary to make this determination.

4. Train the soldiers who failed the pretest.

- Demonstrate how to do the task or the specific performance steps to those soldiers who could not perform to SM standards. Have soldiers study the appropriate materials.

- Have soldiers practice the task until they can perform it to SM standards.

- Evaluate each soldier using the evaluation guide.

- Provide feedback to those soldiers who fail to perform to SM standards and have them continue to practice until they can perform to SM standards.

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5. Record results in the leader book.

### **MILITARY OCCUPATIONAL SPECIALTY TRAINING PLAN**

One of the key components of the TG is the MOS Training Plan (MTP). The MTP has two parts to assist the commander in preparing a unit training plan which satisfies integration, cross-train, train-up, and sustainment training requirements for soldiers in this MOS.

#### **PART ONE**

Part one of the MTP shows the relationship of an MOS SL between duty position and critical tasks. The critical tasks are grouped by task commonality into subject areas. Section I lists subject area numbers and titles used throughout the MTP. Section II defines the training requirements for each duty position within an MOS and relates duty positions to subject areas and cross-training and train-up/merger requirements.

- Duty position column--contains the MOS duty positions, by skill level, which have different training requirements.
- Subject area column--lists by subject area number, the subject areas in which the soldier must be proficient for that duty position.
- Cross-train column--lists the recommended duty position for which soldiers should be cross-trained.
- Train-up/merger column--lists the corresponding duty position for the next higher SL or MOS the soldier will merge into on promotion.

#### **PART TWO**

Part two lists by subject areas, the critical tasks to be trained in an MOS, task number, task title, location, sustainment training frequency, and training SL.

- Subject area column--lists the subject area number and title in the same order as in the MTP, Part One, Section I.
- Task number column--lists the task numbers for all tasks included in the subject area.
- Task title column--lists the task title.
- Training location column--identifies the training location where the task is first trained to STP standards. If the task is first trained to standard in the unit, the word "UNIT" will be in this column. If the task is first trained to standard in the training base, it will identify the resident course where the task was taught.

Figure 2-1 contains a list of training locations and their brevity codes.

AIT	-	Advanced Individual Training
ANC	-	Advanced NCO Course (ANCOC)
BCT	-	Basic Combat Training
BNC	-	Basic NCO Course (BNCOC)
IET	-	Initial Entry Training
OSUT	-	One Station Unit Training
PLDC	-	Primary Leadership Development Course
SGMA	-	U.S. Army Sergeants Major Academy
UNIT	-	Trained in the Unit

**Figure 2-1. Training locations**

- Sustainment training frequency column--indicates the recommended frequency at which tasks should be trained to ensure the soldier maintains task proficiency. Figure 2-2 identifies the frequency codes to use in this column.

AN	-	annually
BM	-	bimonthly (once every two months)
MO	-	monthly
QT	-	quarterly
SA	-	semiannually

**Figure 2-2. Sustainment training frequency codes**

- Sustainment training SL column--lists the SLs of the MOS for which soldiers must receive sustainment training to ensure they maintain proficiency to SM standards.

**MOS TRAINING PLAN**

**MOS 91M**

**PART I. SUBJECT AREAS AND DUTY POSITIONS**

**SECTION I. SUBJECT AREA CODES**

- |                                                                   |                                                 |
|-------------------------------------------------------------------|-------------------------------------------------|
| 1. Food Preparation Procedures                                    | 9. Medical Field Feeding Operations             |
| 2. Serving Procedures                                             | 10. FRIS Accounting                             |
| 3. Medical Field Food Service Equipment Operation and Maintenance | 11. Clinical Dietetics                          |
| 4. Subsistence Supplies                                           | 12. Cost Accounting                             |
| 5. Modified Diet Preparation                                      | 13. Quality Assurance                           |
| 6. Production and Service                                         | 14. Medical Field Feeding Operations Management |
| 7. Advanced 91M                                                   | 15. Hospital Food Service Management            |
| 8. Sanitation Services                                            |                                                 |

**MOS TRAINING PLAN**

**MOS 91M**

**PART I. SUBJECT AREAS AND DUTY POSITIONS**

**SECTION 2. DUTY POSITION TRAINING REQUIREMENTS**

	<b>DUTY POSITION</b>	<b>SUBJECT AREAS</b>	<b>CROSS TRAIN</b>	<b>TRAIN-UP/MERGER</b>
SL 1	Hospital Food Service Specialist	1-6	NA	91M2 Hospital Food Service Specialist
SL 2	Hospital Food Service Specialist	1-9	NA	91M3 Hospital Food Service Specialist
SL 3	Hospital Food Service Specialist	1-14	NA	91M4 Hospital Food Service Specialist
SL 4	Hospital Food Service Specialist	1-15	NA	NA
SL 5	Hospital Food Service Specialist	1-15	NA	NA

## MOS TRAINING PLAN

## PART II. CRITICAL TASKS

## Skill Level 1 MOS 91M

Subject Area	Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
1. Food Preparation Procedures	101-524-1151	Perform Preliminary Food Preparation Procedures	AIT	AN	1-5
	101-524-1152	Prepare and Cook Meat, Poultry, and Seafood	AIT	AN	1-5
	101-524-1153	Prepare and Cook Vegetables	AIT	AN	1-5
	101-524-1160	Prepare and Cook Fillings, Icings, and Glazes	AIT	AN	1-5
	101-524-1161	Prepare and Bake Bread Products	AIT	AN	1-5
	101-524-1162	Prepare and Cook Egg Products	AIT	AN	1-5
	101-524-1163	Prepare and Cook Cereal, Rice, or Pasta Products	AIT	AN	1-5
	101-524-1164	Prepare Beverage Products	AIT	AN	1-5
	101-524-1165	Prepare and/or Cook Sandwiches	AIT	AN	1-5
	101-524-1169	Prepare or Cook Salads and Salad Dressings	AIT	AN	1-5
	101-524-1170	Prepare and/or Cook Soups, Sauces, and Gravies	AIT	AN	1-5
	101-524-1171	Prepare Desserts and Pastries	AIT	AN	1-5
2. Serving Procedures	101-524-1355	Set Up Serving Lines and Serve Food at a Field Kitchen	AIT	AN	1-5
	081-878-0069	Set Up Patient Tray Serving Lines for Ambulatory Patients	AIT	AN	1-5
3. Medical Field Food Service Equipment Operation and Maintenance	101-524-1301	Perform Operator Maintenance on the M2 Burner Unit	AIT	AN	1-5
	101-524-1251	Operate the M2 Burner Unit	AIT	AN	1-5
	101-524-1255	Use and Maintain the Insulated Food Container	AIT	AN	1-5
	101-524-1501	Operate and Maintain the M59 Range Outfit	AIT	AN	1-5
	101-524-1502	Operate and Maintain the Immersion Heater	AIT	AN	1-5
	101-524-1503	Operate and Maintain the Gasoline Lantern	AIT	AN	1-5
	081-878-0070	Perform Operator Maintenance on Field Kitchen Modular Ovens	AIT	AN	1-5
	081-878-0071	Operate Field Kitchen Modular Ovens	AIT	AN	1-5
	081-878-0072	Perform Operator Maintenance on Field Kitchen Modular Steam Table Serving Lines	AIT	AN	1-5
	081-878-0073	Operate Field Kitchen Modular Steam Table Serving Lines	AIT	AN	1-5
	081-878-0074	Perform Operator Maintenance on Field Kitchen Modular Griddles	AIT	AN	1-5
	081-878-0075	Operate Field Kitchen Modular Griddles	AIT	AN	1-5
	081-878-0078	Perform Operator Maintenance on Field Kitchen Grinders	AIT	AN	1-5

## PART II. CRITICAL TASKS

## Skill Level 1 MOS 91M

Subject Area	Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
	081-878-0079	Operate Field Kitchen Grinders	AIT	AN	1-5
	081-878-0080	Perform Operator Maintenance on Field Kitchen Blenders	AIT	AN	1-5
	081-878-0081	Operate Field Kitchen Blenders	AIT	AN	1-5
	081-878-0082	Operate a Food Sanitation Center During Medical Field Feeding Operations	AIT	AN	1-5
	081-878-0083	Package the Food Sanitation Center for Movement	AIT	AN	1-5
4. Subsistence Supplies	101-524-1205	Store Subsistence Items	AIT	AN	1-5
	101-524-1206	Check Subsistence Supplies for Quantity and Condition	AIT	AN	1-5
	081-878-0057	Issue Subsistence in a Nutrition Care Division	AIT	AN	1-5
5. Modified Diet Preparation	081-878-0058	Obtain Food Tolerances from Patients on Standard Diets	AIT	AN	1-5
	081-878-0003	Record and Revise Patient's Diet Order and Food Tolerances Using DA Form 2924 (Dietary History Record)	AIT	AN	1-5
	081-878-0004	Evaluate a Patient's Diet Selection for Nutritional Adequacy Using the Basic Food Groups	AIT	AN	1-5
	081-878-0006	Write Standard Diets Making Substitutions of Equivalent Standard Food Items	AIT	AN	1-5
	081-878-0007	Record Diet Orders Received Via Telephone Using DA Form 2927 (Telephone Diet Order)	AIT	AN	1-5
	081-878-0008	Process Documents for the Preparation of Nourishments, Forced Fluids, and Tube Feedings	AIT	AN	1-5
	081-878-0012	Make Diet Changes, Additions, or Deletions	AIT	AN	1-5
6. Production and Service	081-878-0064	Modify Recipes for Calorie Restricted, Fat Controlled, Diabetic, and Low Fat Diets	AIT	AN	1-5
	081-878-0065	Modify Recipes for Sodium Restricted and Low Sodium/Low Protein Diets	AIT	AN	1-5
	081-878-0066	Modify Recipes for Bland, Consistency, or Low Residue Diets	AIT	AN	1-5
	081-878-0015	Prepare Nourishments, Forced Fluids, and Tube Feedings	AIT	AN	1-5
	081-878-0068	Deliver Nourishments, Forced Fluids, and Tube Feedings in a Medical Field Feeding Facility	AIT	AN	1-5
	081-878-0013	Assemble and Serve Patient Trays	AIT	AN	1-5
	081-878-0018	Process Trays in the Patient Care Area	AIT	AN	1-5
	081-878-0061	Deliver Ward Meals in a Medical Field Feeding Facility	AIT	AN	1-5

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**PART II. CRITICAL TASKS**

**Skill Level 2 MOS 91M**

<b>Subject Area</b>	<b>Task Number</b>	<b>Title</b>	<b>Training Location</b>	<b>Sust Tng Freq</b>	<b>Sust Tng SL</b>
7. Advanced 91M	081-878-0023	Check Patients for Food Acceptability	AIT	AN	2-5
	081-878-0062	Check Ward Delivery System in a Medical Field Feeding Facility	AIT	AN	2-5
	081-878-0059	Evaluate Modified Food Preparation and Serving Procedures	AIT	AN	2-5
8. Sanitation Services	101-524-2205	Direct Personnel Applying Food Protection Measures in a Dining Facility and at a Field Kitchen	AIT	AN	2-5
	081-878-0084	Direct Personnel in the Food Sanitation Center	AIT	AN	2-5
9. Medical Field Feeding	081-878-0085	Prepare a Medical Field Production Schedule	AIT	AN	2-5
	081-878-0086	Direct Personnel Operating and Maintaining Medical Field Feeding Equipment	AIT	AN	2-5

**PART II. CRITICAL TASKS**

**Skill Level 3 MOS 91M**

<b>Subject Area</b>	<b>Task Number</b>	<b>Title</b>	<b>Training Location</b>	<b>Sust Tng Freq</b>	<b>Sust Tng SL</b>
10. FRIS Accounting	101-524-3159	Conduct Inventories and Process Inventory Records	AIT	AN	3-5
	101-524-4136	Request and Turn-In Subsistence Items Under the Army Ration Credit System (ARCS)	AIT	AN	3-5
11. Clinical Dietetics	081-878-0027	Calculate Calorie and Nutrient Count	AIT	AN	3-5
	081-878-0028	Calculate Diets with Fluid Restrictions	AIT	AN	3-5
	081-878-0029	Calculate Nonstandard Sodium Restricted Diets	AIT	AN	3-5
	081-878-0030	Calculate Diets Modified in Fat Content	AIT	AN	3-5
	081-878-0087	Complete SF 513 (Medical Record-Consultation Sheet) for Dietary Consult	AIT	AN	3-5
12. Cost Accounting	081-878-0036	Calculate Stock Levels for Non-Kitchen Produced Food and Expendable Supplies	AIT	AN	3-5
	081-878-0039	Requisition Daily Menu Items Using DA Form 2930 (Hospital Food Service Kitchen Requisition)	AIT	AN	3-5
	081-878-0043	Complete DA Form 1835 (Hospital Food Service Receipt and Consumption Record)	HFS SAC	AN	3-5
13. Quality Assurance	081-878-0048	Evaluate Patient Food Delivery System	HFS SAC	AN	3-5
	081-878-0049	Recommend Changes to the Hospital Regular and Modified Master Menu	HFS SAC	AN	3-5
14. Medical Field Feeding	081-878-0088	Supervise Personnel in the Cleaning and Maintenance of Medical Field Feeding Equipment	UNIT	AN	3-5
	081-878-0089	Establish the Layout of Medical Field Feeding Equipment	UNIT	AN	3-5

**STP 8-91M25-SM-TG**

**PART II. CRITICAL TASKS**

**Skill Level 4 MOS 91M**

<b>Subject Area</b>	<b>Task Number</b>	<b>Title</b>	<b>Training Location</b>	<b>Sust Tng Freq</b>	<b>Sust Tng SL</b>
15. Hospital Food Service	081-878-0052	Request Hospital Food Service Nonexpendable Property	HFS MC	AN	4-5
	081-878-0053	Write an Emergency Mass Feeding Plan	HFS MC	AN	4-5
	081-878-0060	Control Insect or Rodent Infestations	UNIT	AN	4-5
	081-878-0063	Obtain Subsistence Supplies for Patients in a Medical Field Feeding Facility	UNIT	AN	4-5
	101-524-4103	Develop And Initiate a Physical Security Program	UNIT	AN	4-5
	101-524-4109	Implement and Monitor Headcount Procedures	UNIT	AN	4-5

**CHAPTER 3**  
**MOS SKILL LEVEL TASKS**  
**SECTION I**  
**SKILL LEVEL 2 TASKS**

---

**081-878-0023**

**CHECK PATIENTS FOR FOOD ACCEPTABILITY**

**CONDITIONS**

Patient complaints have been received and information is needed to improve patient food acceptance. Necessary materials and equipment: writing materials.

**STANDARDS**

Patients are checked to determine food acceptability and any required corrective action is taken at the appropriate time.

**TRAINING/EVALUATION**

*Evaluation Guide*

<b>Performance Measures</b>	<b>Results</b>
1. Visit selected patients.	<b>P F</b>
2. Question the patients.	<b>P F</b>
a. Receipt of requested items.	
b. Adequacy of food amounts, considering diet prescription.	
c. Food temperature.	
d. Tray appearance.	
e. Palatability of food.	
f. Promptness of service.	

**STP 8-91M25-SM-TG**

**Performance Measures**

**Results**

- g. Courtesy of food service personnel.
- 3. Make note of problems and patient complaints. **P F**
- 4. Take corrective action during the meal. **P F**

**NOTE:** Corrective actions may be taken by Clinical Dietetics (CD), Production and Service (P&S), or Nursing Services (NS) personnel.

- a. Check the patient menu pattern.
- b. Call CD for replacement or additional items.
- c. Change food items, if necessary.
- d. Replace trays of poor appearance.
- 5. Take corrective action after the meal. **P F**
  - a. Check the Dietary History Record's tolerance section.
  - b. Check the patient menu pattern for later meals.
  - c. Check the tray insulation.
  - d. Discuss food item production with responsible persons.
  - e. Check the cart timing schedule with the NS.
  - f. Review patient tray service SOP with Food Service personnel.
- 6. Report findings to the supervisor or record them in a diary. **P F**

**REFERENCES: None**

081-878-0062

**CHECK WARD DELIVERY SYSTEM IN A MEDICAL FIELD FEEDING FACILITY**

**CONDITIONS**

Necessary materials and equipment: sample menus, a Medical Field Production Schedule, Insulated Food Container (IFC), food items, and nonfood items.

**STANDARDS**

The assembly of patient trays is checked ensuring that the patient receives the proper food items IAW the diet prescription.

**TRAINING/EVALUATION**

*Evaluation Guide*

<b>Performance Measures</b>	<b>Results</b>
1. Check the IFC for:	<b>P F</b>
a. Cleanliness.	
b. Serviceability.	
2. Check food and nonfood items for:	<b>P F</b>
a. Accuracy.	
b. Quality.	
c. Quantity.	
3. Check the serving of food and nonfood items on the ward.	<b>P F</b>
a. Check the serving procedure.	
b. Check each assembled tray for:	
(1) Accuracy.	
(2) Special situations.	
(3) Appearance.	

**STP 8-91M25-SM-TG**

**Performance Measures**

**Results**

- |                                                                                                   |          |          |
|---------------------------------------------------------------------------------------------------|----------|----------|
| 4. Take corrective action.                                                                        | <b>P</b> | <b>F</b> |
| a. Replace insulated food containers, if necessary.                                               |          |          |
| b. Reject trays which do not have an acceptable appearance, such as spills or cracks in the tray. |          |          |
| c. Request missing items.                                                                         |          |          |
| d. Remove excess items from the trays.                                                            |          |          |
| e. Discuss errors with the personnel, if necessary.                                               |          |          |

**REFERENCES: None**

081-878-0059

**EVALUATE MODIFIED FOOD PREPARATION AND SERVING PROCEDURES**

**CONDITIONS**

Necessary materials and equipment: all necessary recipes and utensils, a completed DA Form 1826-R, 1826-1-R, 1826-2-R (Food Production Worksheet) or Medical Field Production Schedule (MFPS), and a thermometer.

**STANDARDS**

Modified food preparation and serving procedures are evaluated and any required corrective action taken.

**TRAINING/EVALUATION**

*Evaluation Guide*

**Performance Measures**

**Results**

1. Evaluate the preparation.

**P F**

a. Ensure that cooks are using recipes as stated on the Food Production Worksheet (FPW) or the MFPS.

b. Ensure that food items are prepared at the times specified on the FWP or the MFPS.

**NOTE:** Hot foods are prepared progressively in small increments. Grilled items are prepared as needed.

c. Ensure that recipes are being followed, IAW recipe instructions.

d. Ensure that personnel adhere to safety and sanitation policies.

2. Evaluate the finished modified diet items.

**P F**

a. Substances restricted for the particular code line are not used.

b. Modified food items are labeled with the appropriate food code prior to loading the steam table.

c. Tube feedings or blended diets are at the proper consistency.

3. Evaluate the serving line and service.

**P F**

a. Check the serving line.

**STP 8-91M25-SM-TG**

**Performance Measures**

**Results**

- (1) Food items and beverages are as listed on the FWP or the MFPS.
- (2) The serving line is set up not more than 20 minutes prior to serving.
- (3) Products are placed into the appropriate serving container and correct serving utensils are used to ensure portion control.

**NOTE:** Foods should not be handled by hand.

- b. Check the temperatures of foods on the serving line.
  - c. Ensure that serving personnel are prepared for service.
  - d. Check to see that eating utensils are handled properly.
  - e. Check the replenishing of food on the serving line.
4. Take corrective action on deficiencies noted.
- a. Inform the shift or working supervisor of deficiencies.
  - b. Inform the worker concerned with the deficiency.
  - c. Provide or assist in developing in-service training.
  - d. Contact supportive activities for repairs of equipment.

**P F**

**REFERENCES: None**



**Performance Measures**

**Results**

- c. Product thermometers are available and accurate.
- d. Food items are covered and stored properly.
- e. Food service soldiers prepare the food according to the recipe card or SOP.
- f. Food is prepared with the least possible manual contact.
- g. PHF items are heated to the required internal temperature before they are placed into the hot food holding units.
- h. Surfaces of equipment and utensils used for preparation are cleaned and sanitized after each use.
- i. Food display and service are according to the SOP.
- j. Poisonous and toxic materials are labeled, stored, and used properly.

**REFERENCES:**

*Required*

*Related*

**TB MED 530**

**FM 10-23**

081-878-0084

**DIRECT PERSONNEL IN THE FOOD SANITATION CENTER**

**CONDITIONS**

Necessary materials and equipment: a complete Food Sanitation Center (FSC), gasoline, water, hand dishwashing detergent, a long-handled brush, green pads, heat protective gloves, TM 10-7360-211-13&P, FM 10-23, and FM 8-505.

**STANDARDS**

Prescribed cleaning and sanitizing procedures are followed so that standards are met and maintained to prevent contamination and illness.

**TRAINING/EVALUATION**

*Evaluation Guide*

<b>Performance Measures</b>	<b>Results</b>	
1. Ensure that FSC equipment is properly assembled and set up.	<b>P</b>	<b>F</b>
2. Ensure that proper preflush, wash, and rinse temperatures are maintained.	<b>P</b>	<b>F</b>
3. Ensure that items are washed and rinsed IAW established standards.	<b>P</b>	<b>F</b>
4. Ensure that equipment is properly maintained, cleaned, disassembled, and prepared for packaging and movement.	<b>P</b>	<b>F</b>

**REFERENCES:**

*Required*

*Related*

**FM 8-505  
FM 10-23  
TM 10-7360-211-13&P**

**None**

081-878-0085

**PREPARE A MEDICAL FIELD PRODUCTION SCHEDULE**

**CONDITIONS**

Necessary materials and equipment: a blank Medical Field Production Schedule (MFPS), SB 10-495-1 (Standard "B" Hospital Rations for the Armed Forces), recipes, DA Form 1829 (Ward Diet Roster), and a ballpoint pen.

**STANDARDS**

The MFPS is properly prepared to ensure correct meal preparation, timely meal service, and accountability of subsistence items.

**TRAINING/EVALUATION**

*Evaluation Guide*

<b>Performance Measures</b>	<b>Results</b>	
1. Enter the official unit designation in the "Organization" block.	<b>P</b>	<b>F</b>
2. Enter an X in the appropriate meal block.	<b>P</b>	<b>F</b>
3. Enter the date and day of the week.	<b>P</b>	<b>F</b>
4. Enter the time that serving is to begin and end.	<b>P</b>	<b>F</b>
5. Enter the estimated number of regular and modified diet meals to be served.	<b>P</b>	<b>F</b>
<b>NOTE:</b> Estimates can be obtained by using DA Form 1829 (Ward Diet Rosters).		
6. Enter the total number of regular and modified meals actually served as reflected on headcount forms.	<b>P</b>	<b>F</b>
7. Enter all menu items to be prepared and/or served during the meal. (Refer to SB 10-495-1 for the specific menu.)	<b>P</b>	<b>F</b>
8. Enter the recipe or SOP number.	<b>P</b>	<b>F</b>
9. Enter the number of servings to be prepared for the dining hall and/or ward.	<b>P</b>	<b>F</b>
10. Enter the time the Hospital Food Service Specialist is to begin weighing, measuring, or starting some phase of production.	<b>P</b>	<b>F</b>

<b>Performance Measures</b>	<b>Results</b>	
11. Enter the total number of portions actually prepared.	<b>P</b>	<b>F</b>
12. Enter the last name of the person assigned to prepare each menu item.	<b>P</b>	<b>F</b>
13. For overages, record leftovers in red ink. Record discards in blue or black ink.	<b>P</b>	<b>F</b>
14. Enter in the "Remarks" section any specific instructions needed, such as, the use of equipment, recipe variation or deviation, or a change in portion size.	<b>P</b>	<b>F</b>
15. Ensure that all required signatures are entered	<b>P</b>	<b>F</b>

**NOTE:** The Hospital Food Service NCO signs the form prior to its being posted. The shift leader signs his/her name and grade at the completion of each meal. The Dietitian/Food Service Officer signs name and grade after reviewing.

<b>REFERENCES:</b>	<i>Required</i>	<i>Related</i>
	<b>SB 10-495-1</b>	<b>None</b>

081-878-0086

**DIRECT PERSONNEL OPERATING AND MAINTAINING MEDICAL  
FIELD FEEDING EQUIPMENT**

**CONDITIONS**

Necessary materials and equipment: an operational Medical Field Feeding Facility with all accessories, personnel operating and maintaining the facility, DD Form 314 (Preventive Maintenance Schedule and Record), TM 10-7360-211-13&P, TM 10-7360-208-13&P, FM 10-23, FM 8-505, and DA Form 2404 (Equipment Inspection and Maintenance Worksheet).

**STANDARDS**

Personnel are directed in operating and maintaining Medical Field Feeding equipment to ensure that the equipment is serviceable, safe for operation, and used correctly.

**TRAINING/EVALUATION**

*Evaluation Guide*

<b>Performance Measures</b>	<b>Results</b>	
1. Direct personnel to review safety procedures and precautions for applicable equipment.	<b>P</b>	<b>F</b>
2. Conduct a safety briefing.	<b>P</b>	<b>F</b>
3. Brief personnel on the area layout, and point out the location of major equipment.	<b>P</b>	<b>F</b>
4. Ensure that personnel have been trained to operate the equipment.	<b>P</b>	<b>F</b>
5. Supervise personnel operating the Medical Field Feeding equipment.	<b>P</b>	<b>F</b>
a. Field kitchen modular oven. (See task 081-878-0071.)		
b. Field kitchen modular steam table. (See task 081-878-0073.)		
c. Field kitchen modular griddle. (See task 081-878-0075.)		
d. Blenders. (See task 081-878-0081.)		
e. Grinders. (See task 081-878-0079.)		
6. Monitor maintenance services.	<b>P</b>	<b>F</b>

**Performance Measures**

**Results**

- |                                                                                      |          |          |
|--------------------------------------------------------------------------------------|----------|----------|
| 7. Recommend corrective action when problems arise.                                  | <b>P</b> | <b>F</b> |
| 8. Inspect equipment periodically to detect potential problems and predict downtime. | <b>P</b> | <b>F</b> |

**REFERENCES:**

*Required*

*Related*

**FM 8-505**  
**TM 10-7360-208-13&P**  
**TM 10-7360-211-13&P**

**None**

**SECTION II**  
**SKILL LEVEL 3 TASKS**

---

**101-524-3159**

**CONDUCT INVENTORIES AND PROCESS INVENTORY RECORDS**

**CONDITIONS**

In MOPP 4 conditions, all food service operations cease. Necessary materials and equipment: weighing scales, perishable and semiperishable subsistence supplies, DA Form 3234-R (Inventory Record), DA Form 3234-1 (Monthly Inventory Recap Sheet), SB 10-540, and AR 30-21.

**STANDARDS**

Monthly inventories and recording of subsistence items on hand have been conducted. All performance measures are completed accurately to ensure subsistence supplies are accounted for and all required forms are completed.

**TRAINING/EVALUATION**

*Evaluation Guide*

**Performance Measures**

**Results**

- |                                                                                                                                     |                   |
|-------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 1. Schedule time to conduct the inventory after the ingredients for the dinner meal for the last day of the month have been issued. | <b>P</b> <b>F</b> |
| a. Exclude operational rations and open containers (except high dollar items) for kitchen use.                                      |                   |
| b. Omit box lunch ingredients from SB 10-540.                                                                                       |                   |
| (See Figure 3-1 for PM2.)                                                                                                           |                   |
| 2. Record the inventory data on DA Form 3234. Two copies are required.                                                              | <b>P</b> <b>F</b> |
| a. Enter the number of each page of the inventory record in the <b>PAGE NO.</b> block.                                              |                   |
| b. Enter the total number of pages in the <b>NO. OF PAGES</b> block.                                                                |                   |
| c. Enter the full unit designation, including installation and zip code, in the <b>ORGANIZATION</b> block.                          |                   |

Performance Measures

Results

INVENTORY RECORD <small>For use of this form, see AR 30-1; the proponent agency is DCSLOG.</small>				PAGE NO.	NO. OF PAGES	
ORGANIZATION				MONTH	YEAR	
USMA PREP SCHOOL, FT BELVOIR, VA. 22103				January	1993	
ITEM e.	UNIT b.	UNIT PRICE c.		d. LAST DAY		
				QTY	VALUE	
BEEF BONELESS	XX	XX	XX	XX	XXX	XX
GRILL STEAK	LB	3	55	56	198	80
GROUND BEEF	LB	1	19	112	133	28
POT ROAST	LB	1	96	44	86	24
SWISS STEAK	LB	2	35	35	82	25
HAMBURGER PATTIES	LB	1	10	108	118	80
POULTRY	XX	XX	XX	XX	XXX	XX
TURKEY, BONELESS ROLL	LB	1	19	26	30	94
CHICKEN WH RTC	LB		57	112	63	84
PORK	XX	XX	XX	XX	XXX	XX
BACON	LB	1	29	48	61	92
HAM, SMKD, BONELESS	LB	1	63	62	101	06
VEGETABLES, FRZ.	XX	XX	XX	XX	XXX	XX
CORN, WHOLE KERNEL	LB		58	60	34	80
PEAS	LB		41	33	13	53
MIXED VEGETABLES	LB		51	48	24	48
CONDIMENTS	XX	XX	XX	XX	XXX	XX
SUGAR, GRANULATED	BG	2	84	15	42	60
COFFEE, ROASTED, #3 CAN	LB	1	75	12	21	00
<b>SHEET TOTAL</b>				\$1,013.54		
SIGNATURE OF VERIFYING OFFICER <i>Charles S. Rainey</i>				DATE VERIFIED 31 January 1993		

DA FORM 3234-R, AUG 84

EDITION OF SEP 79 IS OBSOLETE

Figure 3-1. Sample of completed DA Form 3234-R.

**STP 8-91M25-SM-TG**

**Performance Measures**

**Results**

- d. Enter the accounting month covered and the calendar year of the inventory in the appropriate blocks.
- e. List items by group that are normally carried in the inventory.
- f. Enter the unit of issue.
- g. Enter the cost at the current month's price regardless of the cost at the time of original purchase.
- h. Enter the quantity of the actual inventory in ink.
- i. Multiply the unit price times the quantity to determine the monetary value of each inventoried item.
- j. Total the dollar value of each sheet to compute the sheet total.
- k. Ensure that the designated person reviews and signs the inventory record.

**NOTE:** Prior to signing the inventory record the appointed individual should verify the dollar amount entered in the value column of all sensitive and high dollar subsistence items of randomly selected sheets to verify (adding all dollar amounts entered under value) the dollar entry in the sheet the total section.

**NOTE:** When more than one sheet is used to record the inventory, only the last sheet will require the signature and date of the verifying officer.

(See Figure 3-2 for PMs 3 through 11.)

- 3. Enter the date the inventory was taken on DA Form 3234-1-R. **P F**
- 4. Enter the total number of pages used for the inventory. **P F**

**NOTE:** When additional recap sheets are needed, an additional sheet will be used as a continuation sheet.

- 5. Enter the dollar value of perishable subsistence for each DA Form 3234-R used in the inventory. **P F**
- 6. Enter the total dollar value of semiperishable subsistence for each DA Form 3234-R used in the inventory. **P F**

Performance Measures

Results

MONTHLY INVENTORY RECAP SHEET for DA FORM 3234-R			
For use of this form see AR 30-1, the proponent agency is DCSLOG.			
DATE: <u>31 July 1992</u>			
PAGE of PAGES	PERISHABLES	SEMI-PERISHABLES	TOTAL
1. of 6	\$ _____	\$ <u>1,327.90</u>	\$ <u>1,327.90</u>
2. of 6	\$ <u>995.66</u>	\$ _____	\$ <u>995.66</u>
3. of 6	\$ <u>1,001.82</u>	\$ _____	\$ <u>1,001.82</u>
4. of 6	\$ <u>1,044.63</u>	\$ _____	\$ <u>1,044.63</u>
5. of 6	\$ <u>980.75</u>	\$ _____	\$ <u>980.75</u>
6. of 6	\$ <u>949.94</u>	\$ <u>63.60</u>	\$ <u>1,013.54</u>
7.	\$ _____	\$ _____	\$ _____
8.	\$ _____	\$ _____	\$ _____
9.	\$ _____	\$ _____	\$ _____
10.	\$ _____	\$ _____	\$ _____
11.	\$ _____	\$ _____	\$ _____
12.	\$ _____	\$ _____	\$ _____
13.	\$ _____	\$ _____	\$ _____
14.	\$ _____	\$ _____	\$ _____
15.	\$ _____	\$ _____	\$ _____
16.	\$ _____	\$ _____	\$ _____
<b>TOTALS</b>	\$ <u>4,972.80</u>	\$ <u>1,391.50</u>	\$ <u>6,364.30</u>

<u>A. L. Danie</u> FSS SIGNATURE	<u>Cpt. Harold E. Richard</u> FSO SIGNATURE	<u>\$ 6,364.30</u> GRAND TOTAL
-------------------------------------	------------------------------------------------	-----------------------------------

<b>REMARKS:</b>	Grand total of Inventory \$ 6,364.30
	Dollar value of first issue (-) <u>3,998.92</u>
	Net Inventory \$ 2,365.38
	Value

DA FORM 3234-1-R, AUG 87

EDITION OF AUG 84 IS OBSOLETE

Figure 3-2. Sample of completed DA Form 3234-1-R.

**STP 8-91M25-SM-TG**

**Performance Measures**

**Results**

- |                                                                                                                                                                                  |          |          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|
| 7. Enter the dollar value of each line by adding the value of perishable and semiperishable subsistence on the total line for each page.                                         | <b>P</b> | <b>F</b> |
| 8. Enter the total value of each column (perishable, semiperishable, and total).                                                                                                 | <b>P</b> | <b>F</b> |
| 9. Enter the total dollar value of all sheets used in the grand total line.                                                                                                      | <b>P</b> | <b>F</b> |
| 10. Have the food service sergeant (FSS) sign the inventory recap sheet.                                                                                                         | <b>P</b> | <b>F</b> |
| a. FSS will compute the net verified inventory in the <b>REMARKS</b> section of this form.                                                                                       |          |          |
| b. FSS will enter his signature in the <b>REMARKS</b> section when all entries are accurate and complete.                                                                        |          |          |
| 11. Ensure that the food service officer (FSO) or designated individual enters his or her signature after verifying that all entries and computations are complete and accurate. | <b>P</b> | <b>F</b> |

**REFERENCES:**

*Required*

*Related*

**AR 30-21**  
**SB 10-540**

**None**

101-524-4136

**REQUEST AND TURN-IN SUBSISTENCE ITEMS UNDER THE  
ARMY RATION CREDIT SYSTEM (ARCS)**

**CONDITIONS**

In MOPP 4 conditions all food service operations cease. Necessary materials and equipment: DA Forms 2970 (Subsistence Report and Field Ration Request), 3294-R, (Ration Request/Issue/Turn-In Slip), 3161 (Request for Issue or Turn-In), AR 30-21,30-1, DA Pamphlet 710-2-1, FSC C8900-SL, and FM 10-23.

**STANDARDS**

All performance measures are followed accurately to ensure subsistence items are received, requested, and turned in according to accountability regulations.

**TRAINING/EVALUATION**

*Evaluation Guide*

**Performance Measures**

**Results**

1. Request subsistence supplies using the subsistence report and field ration request.  
(See Figures 3-3 and 3-4).

**P F**

a. Prepare DA Form 2970 for each unit operating under the Army Ration Credit System (ARCS). (active Army, ARNG, and USAR).

**NOTE:** ARNG and USAR units will use DA Form 2970 to request inactive duty training (IDT) meals from Troop Issue Subsistence Activity (TISA) sources.

b. Prepare DA Form 2970 for consolidated reports for active Army using section A, line 1. (RC may be required to complete Section A, line 2.). (See Figures 3-3 and 3-4.)

(1) Review the existing headcount or request records.

(2) Review the unit mission to determine amounts to request.

(3) Consider special occasions and holidays.

c. Enter the estimated number of meals required in the field ration request section (Section B) only when required by the troop issue subsistence officer (TISO). (See Figure 3-3.)

SUBSISTENCE REPORT AND FIELD RATION REQUEST		Check one <input type="checkbox"/> UNIT <input checked="" type="checkbox"/> CONSOLIDATED		REQUIREMENT CONTROL SYMBOL (SHOULD BE 1500/00)				
For use of the form, see AR 20-1, the proponent agency & OCSLOC.		<input checked="" type="checkbox"/> SUBSISTENCE REPORT <input checked="" type="checkbox"/> SUBSISTENCE REQUEST		PERIOD OF Oct 91				
TO: (Include ZIP Code) TISA, FORT LEE, VA 23801		THRU: (Include ZIP Code)		FROM: (Include ZIP Code) Consolidated HHC 1/6 INF Dining Facility FORT LEE, VA 23801				
<b>SECTION A - SUBSISTENCE REPORT</b>								
LINE #	PERSONNEL AUTHORIZED TO BE SUBSISTED WITHOUT REIMBURSEMENT	DATE			TOTAL OF COLUMNS b+c+d	ACCUMULATED FROM LAST REPORT	CUMULATIVE TOTAL TO DATE (a+n)	
		a	b	c				d
1	Assigned and Attached Active Army enlisted personnel	9 Oct 91	10 Oct 91	11 Oct 91	1,466	1,398	2,864	
2	Assigned and Attached Reserve Component enlisted personnel <input type="checkbox"/> ARNG <input type="checkbox"/> USAR							
<b>SECTION B - FIELD RATION REQUEST</b>								
DATES MEALS ARE REQUIRED		REGULAR MEALS		BOX LUNCH				
3	NUMBER OF MEALS REQUESTED	BREAKFAST		18 Oct	19 Oct	20 Oct		
		LUNCH		120/meal	460/meal	510/meal		
		DINNER						
<b>SECTION C - HEADCOUNT DATA</b>								
TOTAL PERSONNEL SUBSISTED	MEALS	DATE			TOTAL OF COLUMNS b+c+d	ACCUMULATED FROM LAST REPORT	CUMULATIVE TOTAL TO DATE (a+n)	
		a	b	c				d
4	Headcount (when subsistence (A-rations) is obtained from a military issue activity)	B	314	33	319	964	1913	2677
		L	420	423	467	1310	510	2520
		D	340	358	362	1060	1026	2086
		BR						
5	Headcount (when un-prepared meals are obtained from commercial sources)	B						
		L						
		D						
		BR						
6	Headcount (when prepared meals are obtained from commercial sources)	B						
		L						
		D						
		BR						
7	Number of meals for which cash payment was received	B	39	35	43	117	121	238
		L	62	53	68	183	157	340
		D	28	31	41	100	103	203
		BR						
8	Total number of meals furnished to transients	B						
		L	2	3	1	6	10	16
		D						
		BR						
9	Total number of meals for which payment was accomplished by FAU	B						160
		L						471
		D						364
		BR						

DA FORM 2970 AUG 86

EDITION OF AUG 84 IS OBSOLETE.

Figure 3-3. Sample of completed DA Form 2970 (front).

SECTION D - COMMON SERVICE FEEDING								
LINE	TOTAL PERSONNEL SUBSISTED	MEALS	DAILY SUBSISTENCE			TOTALS		
			DATE	DATE	DATE	TOTAL OF COLUMNS 4-6	ACCUMULATED FROM LAST REPORT	CUMULATIVE TOTAL TO DATE 4-6
			9 Oct 91	10 Oct 91	11 Oct 91	0	1	2
10	Service and Component (Specify)	B	5	9	11	25	18	43
		L	18	13	26	57	49	106
		D	12	18	21	51	37	88
		BR						
		S						
11	Service and Component (Specify)	B						
		L						
		D						
		BR						
		S						
12	Service and Component (Specify)	B						
		L						
		D						
		BR						
		S						
SECTION E - MEALS SERVED REQUIRING REIMBURSEMENT								
13	US Army Reserve	BR / B	5	9	6	20	17	37
		LUNCH	10	12	9	31	26	57
		S / D	9	8	11	28	25	53
14	US Army National Guard	BR / B						
		LUNCH						
		S / D						
15	Active Army	BR / B						
		LUNCH						
		S / D						
16	Other (Specify)	BR / B						
		LUNCH						
		S / D						
SECTION F - OPERATIONAL RATION REPORTING DATA								
17	Total number of rations furnished SIK personnel	B/L		25	25	77	102	
		MRE	61	39	36	136	656	
		Other						
18	Total number of rations sold for cash	B/L		3	3	10	13	
		MRE	10	15	8	33	113	
		Other						
19	Total number of rations furnished to FAU actions personnel	B/L					54	
		MRE	24	26	24	74	434	
		Other						
REMARKS 300 box lunches (SB10-510) required for air recon and ground troops training in support of "Gold Eagle" (18 thru 30 Oct 91)								
DATE	TYPED NAME, GRADE, TITLE, AND PHONE (AUTOMOBILE NO.)				SIGNATURE			
12 Oct 91	GLENN C. MORRIS CPT, Commanding				687-2707 Glenn C. Morris			

Figure 3-4. Sample of completed DA Form 2970 (reverse).

**Performance Measures**

**Results**

- (1) Review consolidated feeder reports from PAC or unit orderly rooms.
- (2) Review consolidated headcount data from field ration issues of operational rations.
- d. Complete Section C of DA Form 2970. (See Figure 3-3).
  - (1) Enter dates as entered in Section A. The dates will apply to lines 4 through 19.
  - (2) Enter lines 4, 5, and 6, columns b, c, and d, the headcount (except for operational rations) of all personnel served with or without reimbursement in ARCS dining facilities.
  - (3) Enter the number of meals served to personnel reimbursing the government with cash at time of consumption.
  - (4) Enter the number of transient personnel, other than personnel to be recorded in Sections D and E shown on DA Form 3033.
  - (5) Enter the number of meals served to personnel who are reimbursing the government through finance and accounting office (FAO) (payroll deduction or basic allowance for subsistence (BAS) recoupment) procedures.

**NOTE:** When operational rations or SB 10-540 or SB 10-263 box lunches are served to personnel paying through FAO action, the headcount is not included on lines 4, 5, and 6. However, the data is entered on line 19.

- e. Complete Section D, lines 10, 11, and 12, columns b, c, and d, to report meals furnished to personnel of other military services on a common service basis without reimbursement. (See Figure 3-4).
  - (1) Annotate the appropriate line of column a to indicate service and component (for example US Marine Corps or US Air Force).
  - (2) Report allied forces participating in small unit training exercises in this section.
- f. Complete Section E, lines 13 through 16, columns b, c, and d, to report meals served to personnel of another service component and other authorized personnel for which reimbursement (central or local) must be made. (See Figure 3-4).
  - (1) Enter by separate service component, identify Military Assistance Program (MAP) personnel by country, or program the number of meals served for which reimbursement through central or local billing is required.

**Performance Measures****Results**

(2) Enter the headcount by the type of meal served: Brunch(BR)/Breakfast(B), Lunch, or Dinner(S)/Dinner(D).

(3) Ensure central or local billing for meals is reported in this section.

(a) Ensure central billing for reimbursement of meals furnished in active Army dining facilities to ARNG, USAR, ROTC (Senior), job corps, USAFR Air National Guard, USMCH, and USNR personnel.

g. Complete Section F to report individual packaged operational rations or box lunches furnished to subsistence-in-kind (SIK) personnel, sold for cash, furnished to personnel reimbursing the government through FAO action, or requiring reimbursement through central or local billing. (See Figure 3-4.)

(1) Enter on line 17, columns b, c, and d, the total number of operational rations or box lunches (SB 10-540 or SB 10-263) or other type of operational rations furnished to (SIK) personnel.

(2) Enter on line 18, columns b, c, and d, the total number of operational rations or box lunches (SB 10-540 or SB 10-263) or other type of operational rations sold for cash.

(3) Enter on line 19, columns b, c, and d, the total number of operational rations or box lunches (SB 10-540 or SB 10-263) or other type of operational ration furnished to personnel reimbursing the government through FAO action.

h. Use the Remarks section to report required data not included elsewhere in the report. Use a continuation sheet, if necessary.

i. Type in the name, grade, title, and phone number of the commanding officer, or FSO of the unit, organization, dining facility, ration breakdown point, or consolidating headquarters.

2. Request subsistence supplies using a field ration issue slip (DA Form 3294-R).  
( See Figure 3-5).

**P F**

a. Enter the designation of the supply activity forward support battalion/main support battalion or direct support unit (FSB/MSB or DSU) to whom the request is being sent.

b. Enter the unit designation of the field kitchen preparing and submitting the request.

c. Place an "X" in the Request block, and enter the date the request is being submitted.

Performance Measures

Results

RATION REQUEST/ISSUE/TURN-IN SLIP												Date			
For the use of this form, see AFM 30-21. The approving agency is ODCBLOG.												Requested	X	15 Apr XX	
To: 1st Bde, Camp Casey												Issue			
From: HHC, 4th Inf Bn												Turn-in			
Consumption date(s): 15 Apr												Issue date			
Number of modules requested												Total	Supply action	Unit price	Dollar value
Item	U	B	L	D	B	L	D	B	L	D					
8970-01-220															
T Ration B															
8970-01-220															
T Ration L/D	Mg			23								23			
8970-01-220															
T Ration B															
8970-01-220															
T Ration L/D															
A Rations	ME	750										750			
8910-															
UNT Milk, White, 1/2-pt	Co			300								300			
8910-															
UNT Milk, Choc, 1/2-pt	Co			410								410			
8920-															
Bread, White	SV			589								589			
8920-															
Bread, Wh, WHEAT	SV			110								110			
8915-00-126-8812															
Apples	EA			325								325			
8915-00-126-8804															
Oranges	EA			389								389			
8920-															
Cereal															
8970-00-149-1094															
MEK	BX			57								57			
Requested by: SFC, Tim Martin				Issued by:				Issued by:				Total dollar			
Received by:				Received by:				Received by:				General as.			
Page no.	No. of pages	Remarks:													

Figure 3-5. Sample of completed DA Form 3294-R.

- d. Enter the date(s) on which the rations are to be consumed. The date(s) should correspond to the issues schedule and cycle as published by the supporting. Class I activity or TISA.
- e. Enter the menu number, available from the schedule of issues, of T-Ration modules requested.
- f. Enter the appropriate unit of issue for all preprinted items requested.
- g. Enter the number of modules, containers, servings, boxes individual items, or cases of preprinted ration items required to support the mission in the proper column.

**Performance Measures**

**Results**

- h. Enter the total requested for T-Ration modules and boxes of MREs. For other items requested ultrahigh temperature (UHT) milk, bread, cereals, and fruit) enter the total quantity required (based on the actual number to be supported) in the upper portion of the block.
  - i. Sign DA Form 2970 in the signature block.
  - j. Enter any remarks (in the Remarks section) necessary to explain any entry.
3. Request subsistence supplies using a request for issue or turn-in. **P F**
- a. Prepare DA Form 3294-R to request special items authorized in FSC C8900-SL.
  - b. Prepare DA Form 3294-R to request operational rations.
4. Review DA Form 3294-R when the subsistence is received at the dining facility. **P F**
- a. Check item quantity to ensure that requested quantities are received.
  - b. Annotate the Supply Action column with the quantity actually received.
  - c. Sign DA Form 3294-R.
  - d. Retain a copy of the completed DA Form 3294-R for your records.
5. Prepare DA Form 3161 for turn-in of subsistence items. (See Figure 3-6.) **P F**
- a. Enter an "X" when used for turn-in.
  - b. Number sheets consecutively.
  - c. Enter the total number of sheets.
  - d. Enter (in block 1) the name, unit identification code (UIC) and hand or subhand receipt number (if applicable) of the organization, unit, section, or squad receiving the items.
  - e. Enter (in block 2) the name, UIC, and hand or subhand receipt number (if applicable) of the organization, unit, section, or squad, which is turning in the items.
  - f. Complete block 12 for each item as follows:
    - (1) Enter in column a the item number, in sequence, for each item being turned in.



**Performance Measures**

**Results**

- (8) Ensure that the person that signs block 15 enters the quantity received in column g.
- g. Ensure that the person who turns in the items dates and signs block 13 (including rank).
- h. Ensure that the person receiving the turn in dates and signs block 15 (including rank).

**NOTE:** All entries, except signatures, will be in ink or type written. Signatures will be handwritten in ink.

**REFERENCES:**

*Required*

*Related*

**AR 30-21**  
**FM 10-23**

**AR 710-2**

081-878-0027

**CALCULATE CALORIE AND NUTRIENT COUNT**

**CONDITIONS**

Necessary materials and equipment: a copy of patient's completed menu, a list of the amounts of food returned, DA Form 3153-R (Calorie-Nutrient Estimate Worksheet) or a piece of paper, and a TM 8-500.

**STANDARDS**

Calories and nutrients are calculated so that the counts obtained include the carbohydrates (CHO), proteins (PRO), fat, and calories consumed by the patient.

**TRAINING/EVALUATION**

*Evaluation Guide*

<b>Performance Measures</b>	<b>Results</b>	
1. List the food items and amounts sent to the patient from the from the patient's menu pattern on the DA Form 3153-R or paper.	<b>P</b>	<b>F</b>
2. Calculate the amount consumed for each food item by subtracting the amount returned from the amount sent.	<b>P</b>	<b>F</b>
3. Enter the amount of food consumed.	<b>P</b>	<b>F</b>
4. Calculate the number of calories per food item consumed.	<b>P</b>	<b>F</b>
a. Find the food items or similar items in the diabetic exchange list.		
b. Divide the amount consumed by the portion size listed for the food item.		
c. Multiply the answer from step 4b by the number of calories listed for the exchange.		
d. Repeat step 4c for CHO, PRO, Fat.		
e. Record the total number for each category.		

**REFERENCES:**

*Required*

*Related*

**TM 8-500**

**AR 710-2**

081-878-0028

**CALCULATE DIETS WITH FLUID RESTRICTIONS****CONDITIONS**

Necessary materials and equipment: a patient's menu pattern, assorted blank menu patterns, a fluid measure conversion chart, TM 8-500, DA Forms 2932, 2932-1, and 2932-2 (Food Code Worksheet) or Medical Field Production Schedule, DA Form 2924 (Dietary History Record) or patient preference form, and scratch paper.

**STANDARDS**

Diets with fluid restrictions are calculated and written to conform to the diet prescription.

**TRAINING/EVALUATION***Evaluation Guide***Performance Measures****Results**

- |                                                                         |          |          |
|-------------------------------------------------------------------------|----------|----------|
| 1. Select the menu appropriate to the patient's diet prescription.      | <b>P</b> | <b>F</b> |
| 2. Write the fluid restriction on the menu as part of the prescription. | <b>P</b> | <b>F</b> |
| a. Determine whether fluid restriction is per meal or per day.          |          |          |
| b. Make adjustments to the old menu, if required.                       |          |          |
| c. Check for inclusion of nourishments.                                 |          |          |
| 3. Determine menu items which are fluid.                                | <b>P</b> | <b>F</b> |
| a. Check dessert code lines.                                            |          |          |
| b. Check Dietary History Record for fruit or juice preference.          |          |          |
| c. Check beverage preference.                                           |          |          |
| 4. Calculate the amount of fluid the patient receives.                  | <b>P</b> | <b>F</b> |
| a. Include any nourishment fluid in the total.                          |          |          |
| b. Divide the total fluid prescription by three.                        |          |          |
| c. Allow patient preference for more fluids at a particular meal.       |          |          |

**STP 8-91M25-SM-TG**

**Performance Measures**

**Results**

- d. Do not exceed the total for a day or meal.
- 5. Adjust the menu to indicate the fluid allowance. **P F**
  - a. Convert fluid measurements to prescription measure.
  - b. Use standard amounts whenever possible to avoid special tallies.
  - c. Cross out all fluids which are not to be used.
- 6. Total the amount of fluids on the menu. **P F**
  - a. Verify amounts IAW the prescription for the meal and/or the day
  - b. Make adjustments to agree with the prescription.
- 7. Alter the Dietary History Record. **P F**
  - a. Update the diet order section and diet.
  - b. Indicate the items to be altered.
- 8. Write the patient menu pattern. **P F**

**REFERENCES:**

*Required*

*Related*

**TM 8-500**

**None**

081-878-0029

**CALCULATE NONSTANDARD SODIUM RESTRICTED DIETS****CONDITIONS**

Necessary materials and equipment: standard sodium menu pattern or sample menu, nonstandard patient tolerances, nonstandard sodium (Na) prescriptions, DA Form 1829 (Ward Diet Roster) or DA Form 2927 (Telephone Diet Order), DA Form 2924 (Dietary History Record), and TM 8-500.

**STANDARDS**

Diets are written IAW patient preference and diet prescription. Sodium amounts are written within  $\pm 25$  mg of the diet prescription.

**TRAINING/EVALUATION***Evaluation Guide*

<b>Performance Measures</b>	<b>Results</b>	
1. Determine the total amount of sodium (Na) in the diet.	<b>P</b>	<b>F</b>
a. Check the ward diet roster or telephone diet order.		
b. Convert milliequivalent or grams of sodium to milligrams.		
2. Select a standard menu closest to the patient's diet prescription or a blank sodium menu.	<b>P</b>	<b>F</b>
3. Cross out the old menu prescription and write in the new diet prescription.	<b>P</b>	<b>F</b>
4. Determine the amount of increase or decrease in sodium.	<b>P</b>	<b>F</b>
a. Check the patient preference on the dietary history record (DHR).		
b. Add or delete exchanges closest to the diet prescription.		
c. Use regular exchanges whenever possible.		
d. Use TM 8-500 for exchange adjustments.		
5. Total the exchanged amounts of sodium used in the diet on the worksheet, scratch paper, or a sample menu.	<b>P</b>	<b>F</b>
a. List all exchanges used, regular or Na/R.		

**STP 8-91M25-SM-TG**

**Performance Measures**

**Results**

- b. Record the amount of sodium per each exchange.
- c. Total all exchanges used for each meal.
- 6. Ensure that the total amount of sodium is within  $\pm 25$  mg of diet prescription. **P F**
  - a. Compare the total sodium in the exchanges to the diet prescription.
  - b. Add or delete exchanges to equal  $\pm 25$  mg of the diet prescription.
- 7. Update the patient's DHR IAW calculations. **P F**
  - a. Show the exchanges added or deleted in the tolerance section.
  - b. Attach the sample menu to the DHR.
- 8. Write the patient's menu. **P F**

**REFERENCES:**

*Required*

*Related*

**TM 8-500**

**None**

081-878-0030

**CALCULATE DIETS MODIFIED IN FAT CONTENT****CONDITIONS**

The patient's tolerances will not allow the standard menu. The patient's preferences have already been obtained. Necessary materials and equipment: assorted standard menus for fat content, TM 8-500, a completed patient preference form, and a DA Form 2924 (Dietary History Record).

**STANDARDS**

Diets are calculated and written IAW the patient's preferences and diet prescription.

**TRAINING/EVALUATION***Evaluation Guide***Performances Measures****Results**

- |                                                                                    |               |
|------------------------------------------------------------------------------------|---------------|
| 1. Select the menu closest to the patient's prescription from among the following: | <b>P    F</b> |
| a. 100 gm fat test diet.                                                           |               |
| b. Fat free test diet.                                                             |               |
| c. 40 gm fat restricted.                                                           |               |
| d. 40 gm fat restricted and sodium restricted.                                     |               |
| 2. Determine the amount of fat in the patient's preferences.                       | <b>P    F</b> |
| a. Find the preferred items in the dietetic exchange list of TM 8-500.             |               |
| b. Use TM 8-500 to find the grams of fat in each exchange item.                    |               |
| c. Total the number of grams of fat.                                               |               |
| 3. Remove the fat containing items from the menu IAW the patient's preferences.    | <b>P    F</b> |
| a. Reduce the portion size.                                                        |               |
| b. Delete items.                                                                   |               |
| c. Subtract the number of grams of fat deleted from the total shown on the menu.   |               |

**STP 8-91M25-SM-TG**

**Performances Measures**

**Results**

- |                                                                                                          |          |          |
|----------------------------------------------------------------------------------------------------------|----------|----------|
| 4. Replace fat IAW the patient's preferences.                                                            | <b>P</b> | <b>F</b> |
| a. Substitute fat-containing items from the patient's preference record.                                 |          |          |
| b. Increase the portion size of menu items also appearing on the patient's preference record.            |          |          |
| c. Add the number of grams of fat in substitutes or increased portions to the number derived in step 3c. |          |          |
| 5. Check the total derived in step 4c against the diet prescription.                                     | <b>P</b> | <b>F</b> |
| 6. Add or subtract grams of fat as required.                                                             | <b>P</b> | <b>F</b> |
| 7. Record the adjustments on the patient's DHR.                                                          | <b>P</b> | <b>F</b> |
| 8. Record the adjustments on the patient's menu.                                                         | <b>P</b> | <b>F</b> |
| 9. Submit the adjusted menu to the supervisor for review.                                                | <b>P</b> | <b>F</b> |

**REFERENCES:**

*Required*

*Related*

**TM 8-500**

**None**

081-878-0087

**COMPLETE SF 513 (MEDICAL RECORD - CONSULTATION SHEET)  
FOR DIETARY CONSULT**

**CONDITIONS**

Necessary materials and equipment: a SF 513 (Medical Record Consultation Sheet), a pen, DA Form 2924 (Dietary History Record), TM 8-500, and information obtained from a patient interview.

**STANDARDS**

The consultation form is completed IAW established procedures and regulations.

**TRAINING/EVALUATION**

*Evaluation Guide*

**Performance Measures**

**Results**

- |                                                                                                |          |          |
|------------------------------------------------------------------------------------------------|----------|----------|
| 1. Make clear, concise, and legible entries.                                                   | <b>P</b> | <b>F</b> |
| 2. Use black or blue/black ink.                                                                | <b>P</b> | <b>F</b> |
| 3. Date and sign all notes with payroll signature, rank, and title or position.                | <b>P</b> | <b>F</b> |
| 4. Title all notes.                                                                            | <b>P</b> | <b>F</b> |
| 5. Use only authorized abbreviations.                                                          | <b>P</b> | <b>F</b> |
| 6. Correct errors by crossing the error out with a single line and initialing above the error. | <b>P</b> | <b>F</b> |
| 7. Use the SOAP/R format.                                                                      | <b>P</b> | <b>F</b> |
| a. S: Subjective information.                                                                  |          |          |
| (1) Information obtained by interview.                                                         |          |          |
| (2) Dietary habits and history.                                                                |          |          |
| (3) Weight history.                                                                            |          |          |
| (4) Food allergies or intolerance.                                                             |          |          |
| (5) Chewing or swallowing difficulties.                                                        |          |          |

**Performance Measures**

**Results**

- (6) Family history of relevant health problems.
- (7) Activity pattern.
- (8) Attitudes about diet or diagnosis.
- b. O: Objective information.
  - (1) Actual height and weight.
  - (2) Age and sex.
  - (3) Percent of body fat.
  - (4) Laboratory values.
  - (5) Diet order.
  - (6) Diet instruction and materials given.
- c. A: Assessment.
  - (1) Professional interpretation of subjective and objective information.
  - (2) Ideal body weight.
  - (3) Calorie requirements.
  - (4) Patient's comprehension or understanding of diet instruction.
- d. P: Plan.
  - (1) Diet adjustments.
  - (2) Snacks or nourishments.
  - (3) Follow-up.
  - (4) Educational plan.
- e. R: Recommendations.

**REFERENCES:**

*Required*

*Related*

**TM 8-500**

**None**

081-878-0036

**CALCULATE STOCK LEVELS FOR NON-KITCHEN PRODUCED FOOD AND EXPENDABLE SUPPLIES**

**CONDITIONS**

Necessary materials and equipment: an expendable supply record for 1 month, and DA Form 2930 (Kitchen Requisition) or DA Form 1835 (Food Receipt and Consumption Record) for 1 month.

**STANDARDS**

Stock levels for non-kitchen produced foods and expendable supplies are calculated without error.

**TRAINING/EVALUATION**

*Evaluation Guide*

**Performance Measures**

**Results**

- |                                                                         |          |          |
|-------------------------------------------------------------------------|----------|----------|
| 1. Determine the items that are most frequently used on a daily basis.  | <b>P</b> | <b>F</b> |
| a. Check the daily stock usage forms.                                   |          |          |
| b. Look for items that need no processing in the kitchen.               |          |          |
| 2. Compute the average daily usage of expendable items.                 | <b>P</b> | <b>F</b> |
| a. Total the amounts of paper goods used for the last 30 days.          |          |          |
| b. Divide by 30. (Round off to one decimal place, if necessary.)        |          |          |
| 3. Compute the average daily usage of non-kitchen produced foods.       | <b>P</b> | <b>F</b> |
| a. Use the totals on DA Form 2930 or DA Form 1835 for the last 30 days. |          |          |
| b. Divide by 30. (Round off to one decimal place, if necessary.)        |          |          |
| 4. Establish the stock level.                                           | <b>P</b> | <b>F</b> |
| a. Use the answers of step 2b and 3b as the amounts of daily usage.     |          |          |
| b. Compute the amount used between request and receipt.                 |          |          |
| c. Compute the amount between orders.                                   |          |          |

**Performances Measures**

**Results**

d. Combine the amounts in steps 4b and 4c to the order. (Round off the amount to the nearest whole number).

**REFERENCES: None**

081-878-0039

**REQUISITION DAILY MENU ITEMS USING DA FORM 2930  
(HOSPITAL FOOD SERVICE KITCHEN REQUISITION)**

**CONDITIONS**

Necessary materials and equipment: an extended recipe worksheets, DA Form 2930 (Kitchen Requisition), completed DA Forms 1826, 1826-1, 1826-2, (Food Production Worksheet) or Medical Field Production Schedule, and DA Form 1835 (Food Receipt and Consumption Record).

**STANDARDS**

DA Form 2930 is completed so that the amounts of ingredients needed for menu item preparation are sufficient for the indicated census.

**TRAINING/EVALUATION**

*Evaluation Guide*

<b>Performance Measures</b>	<b>Results</b>	
1. Complete the heading information by typewriter or in ink.	<b>P</b>	<b>F</b>
a. Indicate the date and time needed.		
b. Number the pages as needed.		
2. Determine the items or supplies to request from the Food Production Worksheet or Medical Field Production Schedule and recipes.	<b>P</b>	<b>F</b>
3. Consolidate the amounts of the same food items from the recipes and orders as one unit.	<b>P</b>	<b>F</b>
4. Determine the unit of issue from DA Form 1835 or supply catalogs.	<b>P</b>	<b>F</b>
5. Enter in column A of DA Form 2930 all food items needed.	<b>P</b>	<b>F</b>
a. Omit items maintained at a given stock level.		
b. List consolidated items once for the time requested.		
6. Enter in column B the unit of issue determined in step 4.	<b>P</b>	<b>F</b>
7. Enter in column C the quantity of food item requested from step 3.	<b>P</b>	<b>F</b>

**Performance Measures**

**Results**

- |                                                                                                    |          |          |
|----------------------------------------------------------------------------------------------------|----------|----------|
| 8. Line out any incorrect entry, leaving the entry visible.                                        | <b>P</b> | <b>F</b> |
| 9. Make the correct entry on the following line.                                                   | <b>P</b> | <b>F</b> |
| 10. Enter--"Last Item"-- on the line below the last entry.                                         | <b>P</b> | <b>F</b> |
| 11. Draw a diagonal line from the right end to the left corner of the remaining lines on the page. | <b>P</b> | <b>F</b> |
| 12. Sign in the SIGNATURE OF REPRESENTATIVE REQUISITIONING space.                                  | <b>P</b> | <b>F</b> |

**REFERENCES: None**

081-878-0043

**COMPLETE DA FORM 1835  
(HOSPITAL FOOD SERVICE RECEIPT AND CONSUMPTION RECORD)**

**CONDITIONS**

Necessary materials and equipment: a blank DA Form 1835 (Consumption Record), AR 40-2, TISA price list, completed DA Form 3161 (Request for Issue or Turn-in), and DD Form 160 (Inventory of Class (#) Quartermaster Supplies).

**STANDARDS**

All entries on DA Form 1835 are completed without error.

**TRAINING/EVALUATION**

*Evaluation Guide*

<b>Performance Measures</b>	<b>Results</b>	
1. Fill in the top and bottom spaces of the form with item information.	<b>P</b>	<b>F</b>
a. Use the top or bottom depending on the method of filing.		
b. Use the information from the invoice, DA Form 3161.		
2. Record the "inventory plus receipts" in column d of the new form.	<b>P</b>	<b>F</b>
3. Complete the entries for food item receipts from DA Form 3161.	<b>P</b>	<b>F</b>
a. Enter the date the item is received in column a.		
b. Enter the voucher number in column b.		
c. Enter the quantity of food items received in column c.		
4. Add the entry in column c to the number in column d above to obtain the cumulative total.	<b>P</b>	<b>F</b>
5. Record the answer in column d.	<b>P</b>	<b>F</b>
6. Complete entries for the inventory.	<b>P</b>	<b>F</b>
a. Enter the inventory date on the second line below the last entry.		

**Performances Measures**

**Results**

- b. Enter the total quantity of the food item in column d.
- 7. Complete the entry for monthly consumption.
  - a. Subtract the inventory quantity (end of month) in column d from the previous entry in column d (this month's total receipts).
  - b. Enter the monthly consumption figure in column e one line above the inventory entry in column d.
- 8. Record the number of items issued in column f.
- 9. Complete "balance on hand".
  - a. Record the number of items on hand from the beginning inventory in column g.
  - b. Add food items received in column c to the previous "balance on hand" to obtain new "balance on hand".
  - c. Subtract issue from column f from the previous "balance on hand" to obtain new "balance on hand".

**REFERENCES:**

*Required*

*Related*

**AR 40-2**

**None**

081-878-0048

**EVALUATE PATIENT FOOD DELIVERY SYSTEM**

**CONDITIONS**

Necessary materials and equipment: DA Forms 2932, 2931-2, and 2932-2 (Food Code Worksheets), a cart serving schedule, completed menu patterns, and DA Form 2927 (Telephone Diet Order).

**STANDARDS**

All discrepancies in the patient delivery system are noted and corrective action initiated, if required.

**TRAINING/EVALUATION**

*Evaluation Guide*

<b>Performance Measures</b>	<b>Results</b>	
1. Ensure that food carts are prepared for use.	<b>P</b>	<b>F</b>
2. Compare the Food Code Worksheet (FCW) to food items on the serving line.	<b>P</b>	<b>F</b>
a. Ensure that all modified food items are labeled with the appropriate food code.		
b. Check the special tally for items indicated on the patient's menu.		
3. Check the trays for designated food items and/or special handling.	<b>P</b>	<b>F</b>
a. Check at least 10 percent of the trays at random.		
b. Check each special diet.		
4. Check the Telephone Diet Order for diet changes.	<b>P</b>	<b>F</b>
a. Check 50% of the noted changes at random.		
b. Check food item changes on the trays.		
5. Schedule weekly visits to each ward during a meal period.	<b>P</b>	<b>F</b>
6. Check with the nursing personnel to determine whether carts are arriving on the ward at the scheduled time.	<b>P</b>	<b>F</b>

Performances Measures	Results	
7. Check tray assembly.	<b>P</b>	<b>F</b>
a. Check for compliance with local SOPs for specific steps.		
b. Check whether trays are compared to menu mats before delivery.		
8. Check whether follow-up is made with nursing personnel to determine that all patients have been served.	<b>P</b>	<b>F</b>
9. Determine whether patients received the correct tray.	<b>P</b>	<b>F</b>
a. Select five patients at random.		
b. Compare the name of each patient to the name listed on the menu pattern.		
10. Determine if the foods served are correct for the menu patterns according to the FCWs.	<b>P</b>	<b>F</b>
11. Determine whether the cart remained on the ward a sufficient length of time for the removal of soiled trays.	<b>P</b>	<b>F</b>
12. Determine patient satisfaction.	<b>P</b>	<b>F</b>
a. Question five patients at random.		
b. Ask each about following:		
(1) Temperature of the food.		
(2) Appearance of the tray.		
(3) Taste of the food.		
(4) Quality of the food.		
13. Initiate corrective action.	<b>P</b>	<b>F</b>
a. Contact the Patient Tray Service (PTS) supervisor for errors noted in step 1.		
b. Make on the spot corrections for errors noted in steps 2 through 4.		
c. Review cart serving schedule for errors in step 6.		

**STP 8-91M25-SM-TG**

**Performance Measures**

**Results**

- d. Discuss policy with personnel for errors in step 7.
- e. Conduct training for errors noted in steps 8 through 12 with PTS, Clinical Dietetics personnel, and Production and Service.

**REFERENCES: None**

081-878-0049

**RECOMMEND CHANGES TO THE HOSPITAL REGULAR AND MODIFIED MASTER MENU**

**CONDITIONS**

Weekly master menus are being reviewed. Necessary materials and equipment: DA Forms 1824 and 1824-1 (Hospital Master Menu), a seasonal food availability list, work schedules, recipes, a list of food preparation equipment, menu item acceptability information, TM 8-500, and TM 8-504.

**STANDARDS**

Changes are recommended to the hospital regular and modified master menu so that food item errors are corrected, preparation is IAW TM 8-500, acceptability is improved, and menus offer variety.

**TRAINING/EVALUATION**

*Evaluation Guide*

<b>Performance Measures</b>	<b>Results</b>
1. Check the menu for nutritional adequacy.	<b>P F</b>
a. Compare regular menu items to the basic food groups. (Refer to task 081-878-0004.)	
b. Compare modified menu items to the food list definition in TM 8-500.	
2. Determine the availability of the food items by comparing the menu items to the seasonal food availability list.	<b>P F</b>
3. Check food served at each meal for similarity.	<b>P F</b>
a. Color.	
b. Type and shape	
c. Texture.	
d. Consistency.	
e. Flavor.	
f. Method of preparation.	

**STP 8-91M25-SM-TG**

<b>Performance Measures</b>	<b>Results</b>	
4. Make adjustments to provide variety where similarities are found.	<b>P</b>	<b>F</b>
5. Check each meal for menu items acceptability.	<b>P</b>	<b>F</b>
a. Use food acceptability information.		
b. Compare acceptability percentages of the choice item.		
6. Check the availability of equipment for menu item preparation for each meal.	<b>P</b>	<b>F</b>
a. Check the list of equipment.		
b. Check each recipe for equipment needs.		
7. Check the cost of each day's menu.	<b>P</b>	<b>F</b>
a. Refer to the menu item worksheet for the cost of food item preparation.		
b. Total the cost of menu items for each meal.		
c. Ensure that the menu is within the basic daily food allowance (BDFa) and hospital ration allowance.		
8. Determine the number of personnel required to prepare the food items.	<b>P</b>	<b>F</b>
9. Check the week's menu for variety.	<b>P</b>	<b>F</b>
a. Do not repeat like food items in the same day's menu.		
b. Do not use the same food items at the same meal on two consecutive days.		
c. Modify food items IAW TM 8-500.		
d. Vary modified food items as much as possible.		
10. Make a list of deficiencies obtained in steps 1 through 9 IAW TM 8-504.	<b>P</b>	<b>F</b>
11. Make recommendations for changes to the master menu based on the list from step 10.	<b>P</b>	<b>F</b>
<b>REFERENCES:</b>	<i>Required</i>	<i>Related</i>
	<b>TM 8-500</b>	<b>None</b>
	<b>TM 8-504</b>	

081-878-0088

**SUPERVISE PERSONNEL IN THE CLEANING AND  
MAINTENANCE OF MEDICAL FIELD FEEDING EQUIPMENT**

**CONDITIONS**

Necessary materials and equipment: an operational Medical Field Feeding System TM 10-7360-208-13&P, TM 10-7360-211-13&P, FM 8-505, and FM 10-23.

**STANDARDS**

All personnel are following established cleaning and maintenance procedures required to meet safety and sanitation standards.

**TRAINING/EVALUATION**

*Evaluation Guide*

<b>Performance Measures</b>	<b>Results</b>
1. Develop a cleaning schedule.	<b>P F</b>
2. Monitor before-operation maintenance to ensure that equipment is checked for damage and serviceability.	<b>P F</b>
3. Monitor equipment during operation to ensure that safety precautions are followed.	<b>P F</b>
4. Monitor after-operation maintenance to ensure that equipment is ready for use at all times.	<b>P F</b>

**REFERENCES:**

*Required*

*Related*

**FM 8-505  
FM 10-23  
TM 10-7360-208-13&P  
TM 10-7360-211-13&P**

**None**

081-878-0089

**ESTABLISH THE LAYOUT OF MEDICAL FIELD FEEDING EQUIPMENT**

**CONDITIONS**

Necessary materials and equipment: Medical Field Feeding equipment used by your unit, AR 30-21, FM 10-23, FM 21-10, FM 8-505, and TB MED 530.

**STANDARDS**

The layout of Medical Field Feeding equipment established is practical, near the hospital, and provides placement of kitchen and sanitation support areas which does not cause operational problems that would hinder mission performance.

**TRAINING/EVALUATION**

*Evaluation Guide*

**Performance Measures**

**Results**

- |                                                                                    |          |          |
|------------------------------------------------------------------------------------|----------|----------|
| 1. Choose the location of each functional area.                                    | <b>P</b> | <b>F</b> |
| 2. Identify equipment locations within each functional area.                       | <b>P</b> | <b>F</b> |
| a. Select an area to set up Field Kitchen Modular (FKM) or General Purpose Medium. |          |          |
| (1) Free of rocks or tree roots.                                                   |          |          |
| (2) Has good drainage.                                                             |          |          |
| (3) Is wide enough to spread out the tentage.                                      |          |          |
| (4) Has good protection from elements.                                             |          |          |
| (5) Provides adequate natural camouflage.                                          |          |          |
| b. Select an area to set up the Mobile Kitchen Trailer (MKT).                      |          |          |
| (1) Has a clearing of at least 30 x 30 feet.                                       |          |          |
| (2) Has overhead clearance of 11 feet.                                             |          |          |
| (3) Has a 4 foot clearance between the trailer and obstacles.                      |          |          |

**Performances Measures**

**Results**

- (4) Has solid packed level ground.
- c. Select an area to set up the Field Sanitation Center (FSC).
  - (1) Sandy or gravel soil.
  - (2) Area at least 32 x 20 feet.
- d. Set up an area for water trailer or water sterilization bags.
- e. Select an area for fuel (MOGAS) use - POL Point.
  - (1) 50 feet away from kitchen.
  - (2) 50 feet from burner lighting area.
- f. Select areas to construct field expedients.
  - (1) Liquid Waste disposal.
    - (a) Soakage pit with grease trap.
    - (b) Trench.
    - (c) 30 yards from the kitchen area.
  - (2) Solid or semi-solid waste disposal.
    - (a) Garbage trench- two to seven days.
    - (b) Garbage pit - used for Food Service, closed daily.
    - (c) Pits and trenches must be located 30 yards from the kitchen area.
  - (3) Incinerators.
    - (a) Periods over 7 days.
    - (b) 50 yards downwind from kitchen area.
    - (c) Ashes should be buried.

**STP 8-91M25-SM-TG**

**Performance Measures**

**Results**

- |                                                                                         |          |          |
|-----------------------------------------------------------------------------------------|----------|----------|
| 3. Determine what equipment needs camouflaging.                                         | <b>P</b> | <b>F</b> |
| a. Determine materials to be used.                                                      |          |          |
| (1) Natural or man-made.                                                                |          |          |
| (2) Conforms and blends with the surrounding area.                                      |          |          |
| (a) Colors.                                                                             |          |          |
| (b) Shades.                                                                             |          |          |
| (c) Textures.                                                                           |          |          |
| (d) Shapes.                                                                             |          |          |
| b. Direct preliminary preparation of the area.                                          |          |          |
| c. Direct placement of camouflaging materials.                                          |          |          |
| d. Ensure principles are adhered to.                                                    |          |          |
| e. Direct adjustment to eliminate dead or unnatural looking colors, shapes, or designs. |          |          |
| 4. Monitor the setup and operation of the field feeding site.                           | <b>P</b> | <b>F</b> |
| 5. Make necessary adjustments according to the unit's requirements.                     | <b>P</b> | <b>F</b> |

**REFERENCES:**

*Required*

*Related*

**AR 30-21**  
**FM 8-505**  
**FM 10-23**  
**FM 21-10**  
**TB MED 530**

**None**



**STP 8-91M25-SM-TG**

<b>Performance Measures</b>	<b>Results</b>	
e. Cost.		
f. Appearance and design.		
3. Research references describing nonexpendable food service equipment.	<b>P</b>	<b>F</b>
a. Check CTA 50-909 first.		
b. Check SB 700-20 for Army adopted or authorized catalog.		
c. Check food service manufacturer's equipment catalog.		
d. Check federal specifications for food service equipment.		
e. Check military specifications for food service equipment.		
4. Determine the availability of standard equipment that meets the identified requirements.	<b>P</b>	<b>F</b>
a. Consult CTA 50-909 for similar items and line numbers.		
b. Consult SB 700-20 for CTA listed item.		
(1) Find the price.		
(2) Find the unit of issue		
(3) Find the federal stock number (FSN).		
5. Consult the post engineers concerning desired equipment installation requirements.	<b>P</b>	<b>F</b>
a. Discuss the compatibility of the desired equipment with existing food service facilities and equipment.		
b. Obtain the estimate of installation cost and time.		
6. Determine if the equipment will be a capital expense or a Medcase item according to the cost.	<b>P</b>	<b>F</b>
7. Prepare the request for the equipment.	<b>P</b>	<b>F</b>
a. Use the format locally determined.		
b. Include FSN, description of data, and cost for standard item.		

**Performances Measures**

**Results**

- c. Use manufacturer's detailed specifications for nonstandard equipment.
- d. Include a letter of justification for the equipment.

**REFERENCES:**

*Required*

*Related*

**CTA 50-909  
SB 700-20**

**None**

081-878-0053

**WRITE AN EMERGENCY MASS FEEDING PLAN**

**CONDITIONS**

Necessary materials and equipment: a position notification roster, personnel roster, a list of auxiliary food service locations, a list of sources of subsistence items, TM 8-503 and a list of food available for menu planning.

**STANDARDS**

The emergency mass feeding plan is written IAW TM 8-503.

**TRAINING/EVALUATION**

*Evaluation Guide*

<b>Performance Measures</b>	<b>Results</b>	
1. Prepare a position notification roster.	<b>P</b>	<b>F</b>
a. Indicate the position title.		
b. Establish the chain of communication.		
c. Indicate critical positions by asterisks.		
2. Type or print a personnel roster which lists the name and telephone number of each.	<b>P</b>	<b>F</b>
3. Develop a list of auxiliary food service locations.	<b>P</b>	<b>F</b>
4. Determine the number of persons to be fed, considering equipment and facility available.	<b>P</b>	<b>F</b>
5. Make a list of sources of subsistence.	<b>P</b>	<b>F</b>
a. List the commissary as primary source.		
b. Include storage areas for other dining facilities or ration breakdown.		
6. Develop plans to maintain a potable water supply.	<b>P</b>	<b>F</b>
a. List instructions for treating contaminated water.		
b. Include ways to conserve existing water.		

<b>Performance Measures</b>	<b>Results</b>	
7. Make a list of equipment to be used.	<b>P</b>	<b>F</b>
8. Develop menu plans in accordance with the type of utilities which are available.	<b>P</b>	<b>F</b>
a. Consider food items requiring minimum time for preparation.		
b. Use food items that require no refrigeration.		
c. Ensure that food items meet dietary requirements.		
d. Use any perishable food first.		
9. Develop a plan for dispensing food to patients, staff personnel, and volunteers.	<b>P</b>	<b>F</b>
a. Plan the use of normal dispensing equipment.		
b. Use bulk field service equipment when no utilities are available.		
c. Plan to use additional personnel or vehicles as substitutes for equipment.		
10. Plan sanitation procedures.	<b>P</b>	<b>F</b>
a. Arrange for frequent disposal of waste and rubbish.		
b. Plan the use of disposable dishes and utensils to reduce the need of washing.		
c. Estimate basic sanitation rules for workers.		
d. Plan for close supervision of personnel.		
11. Maintain a daily log.	<b>P</b>	<b>F</b>
a. The number of meals served.		
b. The amounts of beverages/foods served.		
c. Problems encountered in performing duties.		
d. Actions taken to solve unusual problems.		

<b>REFERENCES:</b>	<i>Required</i>	<i>Related</i>
	<b>TM 8-503</b>	<b>None</b>

081-878-0060

**CONTROL INSECT OR RODENT INFESTATIONS**

**CONDITIONS**

Necessary materials and equipment: insecticides, repellents, traps, baits, FM 21-10, TB MED 530, and TM 5-632.

**STANDARDS**

An insect or rodent infestation is eliminated.

**TRAINING/EVALUATION**

*Evaluation Guide*

**Performance Measures**

**Results**

- |                                                                        |          |          |
|------------------------------------------------------------------------|----------|----------|
| 1. Identify a pest infestation.                                        | <b>P</b> | <b>F</b> |
| a. Insect.                                                             |          |          |
| (1) Cockroaches.                                                       |          |          |
| (2) Flies.                                                             |          |          |
| b. Rodent.                                                             |          |          |
| (1) Rats.                                                              |          |          |
| (2) House mice.                                                        |          |          |
| 2. Initiate the control method for an insect infestation, if required. | <b>P</b> | <b>F</b> |
| a. Cockroaches.                                                        |          |          |
| (1) Sanitation.                                                        |          |          |
| (2) Storage.                                                           |          |          |
| (3) Prevention of entrance.                                            |          |          |
| b. Flies.                                                              |          |          |

<b>Performance Measures</b>	<b>Results</b>
(1) Sanitation.	
(2) Prevention of entrance.	
(3) Chemical control.	
(4) Mechanical control.	
3. Initiate the control method for rodents, if required.	<b>P F</b>
a. Sanitation.	
b. Elimination of shelter.	
4. Contact the Preventive Medicine Department.	<b>P F</b>
5. Determine if the control method is effective.	<b>P F</b>

**REFERENCES:**

*Required*

**FM 21-10  
TB MED 530  
TM 5-632**

*Related*

**None**

081-878-0063

**OBTAIN SUBSISTENCE SUPPLIES FOR PATIENTS  
IN A MEDICAL FIELD FEEDING FACILITY**

**CONDITIONS**

Necessary materials and equipment: SB 10-495 (Standard "B" Ration for the Armed Forces), SB 10-495-1 (Standard "B" Hospital Rations for the Armed Forces), AR 30-21, AR 30-18, FM 8-505, FM 10-23, headcount records from previous field exercises, DA Form 3161 (Request for Issue or Turn-In), and assorted menus.

**STANDARDS**

The correct type and number of subsistence supplies are obtained.

**TRAINING/EVALUATION**

*Evaluation Guide*

**Performance Measures**

**Results**

**NOTE:** Patients **do** receive additional basic daily food allowance (BDFA) in a field situation.

- |                                                                                                |          |          |
|------------------------------------------------------------------------------------------------|----------|----------|
| 1. Determine what subsistence is needed.                                                       | <b>P</b> | <b>F</b> |
| a. Estimate the type and number of diets needed.                                               |          |          |
| b. Determine which items are not available under the Standard "B" Ration for the Armed Forces. |          |          |
| c. Determine the amount of subsistence to order.                                               |          |          |
| 2. Request the subsistence needed from the Troop Issue Subsistence Activity (TISA).            | <b>P</b> | <b>F</b> |

**NOTE:** To ensure timely delivery, submits orders as soon as feasible.

- |                                                                                                              |  |  |
|--------------------------------------------------------------------------------------------------------------|--|--|
| a. Prepare a requisition document for subsistence items which are not immediately available.                 |  |  |
| (1) Consumption dates.                                                                                       |  |  |
| (2) Subsistence items reflected in the master menu if using for regular items, direct vendor delivery items. |  |  |
| (3) Unit of issue.                                                                                           |  |  |

**Performance Measures**

**Results**

- (4) Unit price for each item.
- (5) Justification for patient feeding.
- b. Use DA Form 3161 to order subsistence which is immediately available.
- 3. Review issue documents when subsistence is received. **P F**
- a. Check to see that all authorized items are received.
- b. Check to see that all items are received in authorized quantities.
- c. Check to see that authorized personnel have signed the form.
- d. Coordinate with TISA or the ration breakdown point to correct issue discrepancies.

**REFERENCES:**

*Required*

*Related*

AR 30-18  
 AR 30-21  
 FM 8-505  
 FM 10-23  
 SB 10-495  
 SB 10-495-1

None

101-524-4103

**DEVELOP AND INITIATE A PHYSICAL SECURITY PROGRAM**

**CONDITIONS**

In MOPP 4 conditions, all food service operations cease. Necessary materials and equipment: an operational dining facility, approved locking devices, a vehicle for transporting food and cleaning supplies, personnel lockers, a safe, a key depository, DD Form 1544 (Cash Meal Payment Book) with cash collected, and AR 30-21.

**STANDARDS**

All performance measures are followed accurately to develop and put into effect security measures that make unauthorized access to property, equipment, and subsistence supplies as difficult as possible.

**TRAINING/EVALUATION**

*Evaluation Guide*

**Performance Measures**

**Results**

- |                                                                                                                                                                 |          |          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|
| 1. Establish security procedures for the building.                                                                                                              | <b>P</b> | <b>F</b> |
| 2. Establish security procedures for subsistence and cleaning supplies.                                                                                         | <b>P</b> | <b>F</b> |
| a. Secure subsistence rooms of the dining facility or other buildings used to store nonrefrigerated food items.                                                 |          |          |
| b. Secure refrigeration units with locking devices.                                                                                                             |          |          |
| c. Secure subsistence storage facilities at all times when entrances or exits are not under the surveillance of personnel permanently assigned to the facility. |          |          |
| d. Control keys and padlocks used to protect food supplies and subsistence storage facilities.                                                                  |          |          |
| e. Prohibit personal packages from being carried into or out of storage areas.                                                                                  |          |          |
| f. Limit access to ration storage areas to individuals conducting official business.                                                                            |          |          |
| g. Guard or lock up operational rations at all times.                                                                                                           |          |          |
| h. Locate personnel lockers in a designated area away from food stuffs.                                                                                         |          |          |
| 3. Establish security procedures for DD Form 1544 and the cash collected.                                                                                       | <b>P</b> | <b>F</b> |
| a. Account for the form and cash at all times.                                                                                                                  |          |          |

**Performances Measures**

**Results**

- b. Safeguard the form and cash in a safe or steel lock box or stationary cabinet.
- c. Retain cash meal payment books, cash collected, and completed individual sheets in the headquarters or office of the Food Service Officer (FSO) of the unit or organization operating the dining facility.
- 4. Establish key and lock control procedures. **P F**
  - a. Appoint a key custodian to issue and receive keys and maintain accountability for office, unit, or activity keys.
  - b. Use a key control register to ensure keys are signed out to authorized personnel as needed.
  - c. Ensure the register contains the following information.
    - (1) Identification number of each key.
    - (2) Date and hour of issue.
    - (3) Signature of recipient.
    - (4) Initials of issuer.
    - (5) Date and hour of return.
    - (6) Initials of receiver who gets the returned keys.
- 5. Review the security procedures with the FSO and develop the implementation plan. **P F**

**REFERENCES:**

*Required*

*Related*

**AR 30-21**

**AR 190-18**

101-524-4109

**IMPLEMENT AND MONITOR HEADCOUNT PROCEDURES**

**CONDITIONS**

In MOPP 4 conditions, all food service operations cease. Necessary materials and equipment: DA Forms 2A, 3032, 3033, 3546-R, 4808-R, and 714, and 1544, a list of civilian personnel authorized to be subsisted, a copy of the headcount instructions, and AR 30-21 (The Army Field Feeding System).

**STANDARDS**

All performance measures are followed accurately to ensure headcount procedures are followed and all persons served are accurately counted.

**TRAINING/EVALUATION**

*Evaluation Guide*

<b>Performance Measures</b>	<b>Results</b>	
1. Check the headcount authorization.	<b>P</b>	<b>F</b>
a. Verify meal entitlements (BAS, SIK, and per diem).		
b. Check the DD Form 714 and DD Form 2A.		
c. Check the list of civilian authorizations.		
2. Ensure the headcounter has the dining facility headcount SOP.	<b>P</b>	<b>F</b>
3. Ensure the headcounter has DA Form 3032 and DD Form 1544.	<b>P</b>	<b>F</b>
4. Monitor the headcounter to ensure accuracy.	<b>P</b>	<b>F</b>

**REFERENCES:**

*Required*

*Related*

**AR 30-21**

**None**

## GLOSSARY

### SECTION I

#### DEFINITION OF TERMS

Army Training and Evaluation Program. The Army's collective training program that establishes unit training objectives critical to unit survival and performance in combat. They combine the training and the evaluation process into one integrated function. The ARTEP is a training program and not a test. The sole purpose of external evaluation under this program is to diagnose unit requirements for future training.

Battle focus. A process to guide the planning, execution, and assessment of the organization's training program to ensure they train as they are going to fight.

Collective training. Training, either in institutions or units, that prepares cohesive teams and units to accomplish their combined arms and service missions on the battlefield.

Common task. A critical task that is performed by every soldier in a specific skill level regardless of MOS.

Critical task. A collective or individual task determined to be essential to wartime mission, duty accomplishment, or survivability. Critical individual tasks are trained in the training base and/or unit, and they are reinforced in the unit.

Cross training. The systematic training of a soldier on tasks related to another duty in the same military occupational specialty or tasks related to a secondary military occupational specialty at the same skill level.

Drill. A disciplined, repetitious exercise to teach and perfect a skill or procedure; for example, fire, man overboard, abandon ship, lifeboat, and damage control drills on Army watercraft.

Individual training. Training which prepares the soldier to perform specified duties or tasks related to the assigned duty position or subsequent duty positions and skill levels.

Integration training. The completion of initial entry training in skill level 1 tasks for an individual newly arrived in a unit, but limited specifically to tasks associated with the mission, organization, and equipment of the unit to which the individual is assigned. It may be conducted by the unit using training materials supplied by the school, by troop schools, or by inservice or contract mobile training teams. In all cases, this training is supported by the school proponent.

Merger training. Training that prepares noncommissioned officers to supervise one or more different military occupational specialties at lower skill levels when they advance to a higher skill level in their career management field.

Mission essential task list. A compilation of collective mission essential tasks which must be successfully performed if an organization is to accomplish its wartime mission(s).

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Self-development. Self-development is a planned, progressive, and sequential program followed by leaders to enhance and sustain their military competencies. Self-development consists of individual study, research, professional reading, practice, and self-assessment.

Self-development test. A written test that allows NCOs to measure and guide their growth in skills and competencies they will need as they continue to develop as leaders.

Sustainment training. The provision of training to maintain the minimum acceptable level of proficiency required to accomplish a critical task.

Train-up. The process of increasing the skills and knowledge of an individual to a higher skill level in the appropriate MOS. It may involve certification.

Unit training. Training (individual, collective, and joint or combined) conducted in a unit.

## **SECTION II**

### **ACRONYMS AND ABBREVIATIONS**

ACCP	Army Correspondence Course Program
ARTEP	Army Training and Evaluation Program
BAS	basic allowance for subsistence
CAL	calorie
CTT	common task test
DHR	dietary history record
DSU	direct support unit
F	Fahrenheit
FAO	finance and accounting officer
FCIHW	food container insulated hospital ward
FCWS	food code worksheet
FIFO	first in, first out
FPWS	food production worksheet

FSB	forward support battalion
FSC	food sanitation center
IAW	in accordance with
ID	identification
ITEP	Individual Training Evaluation Program
KCLFF	kitchen, company level, field feeding
LIN	line item number
MFFO	medical field feeding operations
MKT	mobile kitchen trailer
MOS	military occupational specialty
MOSC	military occupational specialty code
MTP	MOS training plan
MRE	meal, ready to eat
MSB	main support battalion
Na	sodium
NBC	nuclear, biological, chemical
NCO	noncommissioned officer
NPO	nothing by mouth
PMCS	preventive maintenance checks and services
SDT	self-development test
SIK	subsistence-in-kind
SL	skill level
SM	soldier's manual

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SMCT	soldier's manual of common tasks
SOP	standing operating procedure
SSN	social security number
TG	trainer's guide
UHT	ultrahigh temperature
UIC	unit identification code
WDR	ward diet roster

### SECTION III

#### 91M MOS-SPECIFIC TERMS AND DEFINITIONS

"A" rations. Perishable (fresh or frozen) and Semiperishable (canned) items necessary to prepare the type of menus prescribed in SB 10-260. Army Defense Acquisition Regulation Supplement. The Army's supplement to the Defense Acquisition Regulation.

"B" ration. Semiperishable subsistence components, planned for subsisting members of the Armed Forces during operations that permit the establishment of organized dining facilities but which are not allowed or equipped to provide perishable subsistence.

Bake. To cook by dry heat, usually in an oven. Griddle cakes may be baked on hot meal.

Barbecue. To roast or cook slowly, basting with a highly seasoned sauce.

Baste. To moisten with liquid, seasoning, or melted fat during cooking to prevent drying of the surface and to add flavor.

Beat. To use a fast, rotary, over and under movement to incorporate air into a product.

Blanch. To cook in hot, deep fat for a short time until partially cooked but not brown. To dip in boiling water for a few minutes for the purpose of removing the skins from vegetables, fruits, and nuts. In some instances, blanched foods are dipped in a cold bath to shrink or cool the product after blanching.

Blend. To mix thoroughly two or more ingredients so they lose their original properties and become an entirely new mixture.

Boil. To cook in water which has large bubbles rising and breaking at the surface.

Box lunch. A meal prepared in the dining facility using food items requisitioned from SB 10-540 or using items requisitioned under ARCS as part of the normal ration. Each box lunch should contain sufficient food for one meal.

Braise. To brown in fat and then cook slowly in a small amount of liquid in a covered utensil.

Bread. To cover with bread crumbs before cooking.

Broil. To cook by direct heat.

Brown. To produce a brown color on the surface of food by subjecting it to heat.

Brunch. A meal consisting of food items normally served during breakfast and lunch. This combined meal is served during an extended period of time beginning at early or midmorning and evening shortly after the noon hour.

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Chop. To cut any food into small pieces.

Coat. To completely cover the outer surface of any food with a suitable coating material.

Cream. Using a spoon or mechanical mixer to soften the consistency of any given food.

Crimp. To pinch together in order to seal.

Cube. To cut any food into small cubes.

Cull. To examine and sort fruits and vegetables, discarding those with bruises, mold, wilt, and rot.

Daily food allowance. An authorized quantity of nutritionally adequate food to subsist one person for one day.

Dice. Same as cube.

Dinner/Brunch. A meal consisting of food items normally served during lunch and dinner. The combined menu is served during an extended serving period of time beginning early afternoon and ending early evening.

Dock. To punch a number of vertical impressions in dough with a smooth round stick about the size of a pencil to allow for expansion and permit gases to escape during baking.

Dot. To place prior to putting in oven small pieces of such foods as butter or cheese over surface of a food product to be baked or broiled.

Dredge. To coat with crumbs, flour, sugar, or cornmeal.

Field ration issue system. A requisitioning and issuing of subsistence on a meal basis, following the SB 10-260 Master Menu or SB 10-263, 14 day U.S. Army RC and Field Feeding Menu. Under this system, the TISO computes the requirements for each line item, based on the number of meals requisitioned, and makes a 100 percent issue of all ingredients.

Flake. To break lightly into small pieces.

Fold. To combine two or more ingredients together with a cutting and folding motion.

Fricassee. To cook by browning in a small amount of fat followed by stewing or steaming, similar to braising.

Frying. To cook in fat.

- a. Pan frying or sautéing: small amount of fat used.
- b. Shallow frying: food partially covered with hot fat.
- c. Deep-fat frying: food surrounded by hot fat.

Garnish. To add suitable accessory to a food item for color and eye appeal.

Glaze. A glossy coat given to foods, as by covering with a sauce or by adding a sugary syrup, icing, etc.

Gluten. A tough elastic protein that gives dough its strength and ability to retain gas.

Grate. To rub any food over a grater to break it into small pieces or shreds.

Grill. To cook on a griddle, draining or scraping off fat as it collects.

Griddle Grill.

Issue cycle. The interval between each issue of subsistence, per schedule established and published by the TISO.

Issue factor. The amount of food required for 100 persons as specified in the recipes and menus. This factor is used to calculate the exact quantity required to be issued each during facility based on the number of meals required to be prepared.

Knead. To work dough by folding and pressing firmly with palms of hands, turning between folding.

Lanyard. A short piece of cable connecting the drain plug to the steam table.

Marinate. To place in oil, cream, milk, vinegar, french dressing or lemon juice for a period of time to alter the flavor, improve the flavor, or soften the product.

Meal ready-to-eat. A packaged meal designed for issue in individual units or in multiples of three for a complete ration. The components are packaged in flexible envelopes.

Medical "B" Ration. Supplemental non-perishable canned and dehydrated bulk food items used in medical-treatment facilities to provide High Calorie-High Protein and Dental Soft Diets.

Medical "B" Liquid Ration. Supplemental non-perishable canned and dehydrated bulk food items used for the preparation of dental liquid, full liquid, clear liquid, forced fluid diets, and tube feedings

Mince. To cut or chop into very small pieces (finer than chopped).

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Moist Heat Method. Steam, boil, or simmer vegetables; braise or stew meat.

Nutritive analysis. A computation of food values. The nutritive analysis of a monthly menu or annual food plan is the calculation of nutritive value per ration of the specific foods prescribed therein for calories, protein, fat, calcium, iron, vitamin A, Thiamine, riboflavin, niacin, and ascorbic acid.

Operational ration. A ration prescribed for individuals performing operational duty in time of war or other emergencies and composed of nonperishable items. B-ration, T-ration, box lunches from SB 10-540 and MREs are examples of operational rations.

Pan-broil. To partially cook in boiling water.

Pare. To remove the skin or rind from any food by cutting off with a knife or other suitable instrument.

Poach. To cook food in simmering liquid.

Puree. To press food through a sieve or a food mill.

Reconstitute. To restore to a liquid state by adding water. Also to reheat frozen prepared foods.

Rehydrate. To soak, cook, or use other procedures with dehydrated foods to restore water lost during drying.

Render. To melt and separate fat from meats by heating slowly at low temperature.

Roast. To cook by dry heat, usually in an oven.

Sampling (food). The consumption of two or three bites of food items for the purpose of determining palatability and the application of proper cooking procedures by the cook preparing the product of the food service sergeant evaluating the product.

Sauté. To cook in a small amount of fat on top of the stove.

Scald. To heat a liquid to a point just below the boiling point.

Scant. Not quite up to stated measure.

Score. To cut shallow slits in a food item, across the top or in a pattern.

Shred. To cut or tear in small pieces or strips.

Sift. To run dry ingredients through a sifter to remove lumps or impurities.

Simmer. To cook in a liquid just below the boiling point at a temperature of 185 degrees F to 210 degrees F. Bubbles form slowly and break below the surface.

Special food allowance. A computed monetary value as necessary for the subsistence of personnel participating in operational missions when the BDFFA is not sufficient or practical, such as flight feeding, field feeding, and motor convoy.

Steam. To cook over or surrounded by steam.

Steep. To add tea or coffee to boiling liquid which has just been removed from the source of heat and allowed to stay in the liquid for a given period.

Stew. To simmer in a small quantity of liquid.

Stir. To blend two or more ingredients, using a circular motion with a spoon or other suitable instrument.

Supplemental food allowance. An increase up to 15 percent of the BDFFA when required for the subsistence of personnel due to unusual or extraordinary circumstances.

Surcharge. An amount of money collected from personnel, subsisting in an appropriated fund dining facility. Such money is collected to cover the operation expenses of the dining facility and is credited to the appropriated funds.

T-ration. T-rations are an integral part of an Army field feeding system to meet the Army's modern battlefield requirement for a highly mobile feeding system. T-rations are precooked, thermally processed, shelf-stable products packed in sealed, lightweight metal containers (half-size steamtable pans) ready for heating and serving. Depending on the menu item, each tray is designed to feed 12-18 soldiers.

Temper. To remove from freezer and place under refrigeration for a period of time sufficient to facilitate separation and handling of frozen product. Internal temperature of the food should be approximately 26 degrees F to 28 degrees F.

Thaw. To remove from freezer and place under refrigeration until thawed. Internal temperature should be above 30 degrees F.

Transient. Enlisted personnel authorized to be subsisted without reimbursement, who

a. are in travel status awaiting orders, assignment, or transportation, at a post or station to which they are not presently attached or assigned.

b. because of duty requirements, consume meals in a dining facility located at an installation other than the one to which the individual is assigned or attached.

Troop issue subsistence activity. The element of an installation responsible for acquiring, storing, issuing, selling, and accounting for subsistence supplies for appropriated fund dining facilities and for organizations and activities authorized to purchase therefrom.

Troop issue subsistence officer. The individual responsible for operating TISA.

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Toast. To brown any food by direct heat either oven or under the direct source of heat.

Toss. To mix lightly two or more ingredients.

Truss. To bind or fasten securely. Used mainly in reference to poultry.

Whip. To beat rapidly in order to increase volume by incorporating air.

## REFERENCES

New reference material is being published all the time. Present reference, as listed below, may become obsolete. To keep up-to-date, see the DA Pam 25-30 (FICHE) publications and Extension Training Materials (ETM) catalog DA Pam 350-100. If referenced documents are not available through your unit, borrow them from your post learning center or library.

### Required Publications

#### Army Regulations (AR)

AR 30-1	Army Food Service Program
AR 30-18	Army Troop Issue Subsistence Activity Operating Policies
AR 30-21	The Army Field Feeding System
AR 40-2	Army Medical Treatment Facilities: General Administration

#### Department of the Army (DA) Forms

DA Form 1824	Hospital Food Service-Hospital Master Menu-Part I
DA Form 1824-1	Hospital Food Service-Hospital Master Menu-Parts II & III
DA Form 1826-R	Food Production Worksheet-Breakfast, Hospital Food Service
DA Form 1826-1-R	Food Production Worksheet-Lunch Or Dinner Hot Foods, Hospital Food Service
DA Form 1826-2-R	Food Production Worksheet-Lunch Or Dinner Cold Foods, Hospital Food Service
DA Form 1829	Hospital Food Service-Ward Diet Roster
DA Form 1835	Hospital Food Service-Food Receipt and Consumption Record
DA Form 2404	Equipment Inspection and Maintenance Worksheet
DA Form 2924	Hospital Food Service-Dietary History Record
DA Form 2927	Hospital Food Service-Telephone Diet Order
DA Form 2930	Hospital Food Service-Kitchen Requisition
DA Form 2932-R	Food Code Worksheet-Breakfast
DA Form 2932-1-R	Food Code Worksheet-Lunch or Dinner Hot
DA Form 2932-2-R	Food Code Worksheet-Lunch or Dinner Cold
DA Form 2970	Subsistence Report and Field Ration Request
DA Form 3032	Signature Headcount Sheet
DA Form 3033	Headcount Record
DA Form 3153	Medical Services Account Patient Ledger Card
DA Form 3161	Request for Issue or Turn-In
DA Form 3234-1-R	Monthly Inventory Recap Sheet
DA Form 3294-R	Ration Request/Issue/Turn-In Slip
DA Form 3546-R	Control Record for Dining Facility-DD Form 1544
DA Form 4808-R	Table of Meal Rates (Regular Meal Rates)

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### **Department of Defense (DD) Forms**

DD Form 2A	United States Uniformed Services Identification Card
DD Form 314	Preventive Maintenance Schedule and Record
DD Form 714	Meal Card Control Book
DD Form 1544	Cash Meal Payment Book

### **Field Manuals (FM)**

FM 8-505	Army Medical Field Feeding Operations
FM 10-22	Baking Operations
FM 10-23	Basic Doctrine for Army Field Feeding
FM 10-25	Preparation and Serving of Food in the Garrison Dining Facility
FM 21-10	Field Hygiene and Sanitation
FM 21-10-1	Unit Field Sanitation Team

### **Supply Bulletins (SB)**

SB 10-260	Master Menu (Monthly)
SB 10-263	14-Day US Army Reserve Component and Field Training Menu
SB 10-495	Standard "B" Ration for the Armed Forces
SB 10-495-1	Standard "B" Hospital Rations for the Armed Forces
SB 10-540	Box Lunches, Flight Feeding and Motor Convoy Menus
SB 700-20	Army Adopted/Other Items Selected for Authorization/List of Reportable Items

### **Standard Forms (SF)**

SF 513	Medical Record-Consultation Sheet
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### **Technical Bulletin (TB)**

TB MED 530	Occupational and Environmental Health Food Service Sanitation
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### **Technical Manuals (TM)**

TM 5-632	Military Entomology Operational Handbook
TM 8-500	Nutritional Support Handbook (Volumes 1 and 2)
TM 8-503	Hospital Food Service Administration
TM 8-504	Food Production Service and Subsistence Management
TM 10-412	Armed Forces Recipe Service and Index of Recipes
TM 10-415	Dining Facility Equipment; Operation and Operator Maintenance
TM 10-7360-208-13&P	Operator's Unit, and Direct Support Maintenance Manual; Including Repair Parts and Special Tools List for Modular Field Kitchen (MFK) (NSN 7360-01-276-9817)

TM 10-7360-211-13&P Operator's Unit and Direct Support Maintenance Manual Including Repair  
Parts and Special Tools List for Food Sanitation Center (FSC),  
(NSN 7360-01-277-2558)

**Related Publications**

**Army Regulations (AR)**

AR 190-18 Physical Security of US Army Museums  
AR 710-2 Supply Policy Below the Wholesale Level

**Department of the Army (DA) Forms**

DA Form 1829 Hospital Food Service-Ward Diet Roster

**Department of the Army Pamphlets (DA Pam)**

DA Pam 351-20 Army Correspondence Course Program Catalog  
DA Pam 738-750 Functional Users Manual for the Army Maintenance Systems (TAMMS)

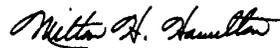
**Soldier Training Publications**

STP 21-1-SMCT Soldier's Manual of Common Tasks Skill Level 1  
STP 21-24-SMCT Soldier's Manual of Common Tasks Skill Levels 2-4

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